

[1]



# Papua New Guinea Government Gazette

**PUBLISHED BY AUTHORITY**

(Registered at the General Post Office, Port Moresby, for transmission by post as a Qualified Publication.)

No. 37]

PORT MORESBY, THURSDAY, 15th MAY

[1975

## NOTIFICATION OF VACANCIES

Applications are invited from permanent officers of the National Public Service of Papua New Guinea for promotion or transfer to the positions named in the Schedule hereunder.

Applications should be forwarded to:

The Co-ordinator,  
Public Service Selection Unit,  
P.O. Box 1430,  
BOROKO.

(Telegraphic Address - SELECTION, BOROKO)

to reach that office no later than the date shown in the final column of the Schedule. Applications submitted by telegram before the closing date must be followed up immediately by a full written application.

Promotion or transfers to vacancies in the National Public Service will be under the conditions of the Public Service Selection Committee system. All decisions made will be final and will not be subject to appeal.

ALL APPLICATIONS MUST BE SUBMITTED IN TRIPLICATE FOR EACH ADVERTISEMENT NUMBER APPLIED FOR, SETTING OUT FULLY THE FOLLOWING PARTICULARS:-

### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER

Reference: Advertisement No..... in Government Gazette No.....  
of..... relating to Position No.....  
designated..... in the Department of.....  
.....

Surname: Other Names:  
 Present Department: Branch: Location:  
 Seniority Date: (If known) Date of Birth:  
 Year in which commenced as a Temporary Employee or Administration Servant:  
 Designation of Substantive Position:  
 Salary Range of Substantive Position:  
 Academic Qualifications:  
 Training Courses Completed: (State length of course, year completed, name of institutions)  
 H.D.A. Positions Held: (Give designations and periods held)  
 Reasons why you should be selected for this position:  
 (Use as many sheets as necessary for this section).

The salary range shown in the Schedule indicates the classified value of the position, but appointments may be made at any point within the salary range.

Officers of the Service who may be transferred without promotion as a result of an advertised vacancy may be required to pay their own expenses of removal, unless the transfer comes within the conditions prescribed in Public Service Regulations. Removal expenses to the locality of appointment of appointees who are not officers of the Service will be paid, subject to the conditions prescribed in Public Service Regulations.

#### APPLICATIONS FROM OVERSEAS SERVING OFFICERS (AUSTRALIAN STAFFING ASSISTANCE GROUP)

In the event there is not a suitable officer of the National Public Service available for promotion or transfer to an advertised position, consideration will be given for allocation of the duties involved to an overseas person working with the Public Service whose salary will be adjusted accordingly. For this reason, any overseas person working with the Public Service who wishes to be considered, is invited to lodge an application in triplicate, for any advertised position, prior to the stipulated closing date. The applications are to be forwarded to:

The Public Service Inspector,  
 P.O. Box 2648,  
 KONEDOBUI.

#### Service Particulars Required:-

##### APPLICATION FOR SELECTION FOR PROMOTION OR TRANSFER OF OFFICE

Reference: Advertisement No..... in Government Gazette No.....  
 of..... relating to Position No.....  
 designated..... in the Department of.....  
 .....

Surname: Other Names:  
 Present Department: Branch: Location:  
 Date commenced working with Public Service:  
 Date of Birth:  
 Present Substantive Position:  
 Previous Positions Held:  
 Academic Qualifications:  
 Further Relevant Particulars: (In detail)

#### APPLICATIONS FROM PAPUA NEW GUINEANS OUTSIDE THE PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently appointed to the Public Service including temporary employees. These persons are requested to forward their applications in triplicate to:

The Co-ordinator,  
 Public Service Selection Committee,  
 P.O. Box 1430,  
 BOROKO.

Important: All applications must state the designation, position number and advertisement number of the position being sought together with all their personal particulars including educational qualifications, experience and present employment particulars.

APPLICATIONS FROM OTHERS OUTSIDE THE NATIONAL PUBLIC SERVICE

Where so indicated (see "Explanatory Symbols" hereunder) applications will also be accepted from persons not currently employed with the Public Service. These persons are requested to forward their applications in triplicate to the Co-ordinator, Public Service Selection Unit, (Telegraphic Address - SELECTION), to reach that office no later than the date shown in the final column of the schedule. Applications submitted by telegram before the closing date must be followed up immediately by a full written application. Important: All applications must state the designation, position number and advertisement number of the position being sought, together with all relevant particulars.

EXPLANATORY SYMBOLS

- \* An advertised vacancy prefixed by an asterisk means that the position is open to applicants from within and without the Public Service. Applicants not on the permanent staff of the Service may obtain application forms from the Department of the Public Service Board, P.O. Box 2069, Yomba, Madang District.
- + An advertised vacancy prefixed by this symbol means that it is an anticipated vacancy only. Applications will not be considered by the Selection Committee unless and until the position is confirmed as vacant and the substantive occupant is promoted and/or transferred to another office. In the event of the position not becoming substantively vacant a withdrawal notice will be published in the Gazette.

FURTHER INFORMATION

The "Duties" shown in this Gazette for each of the positions advertised are, in some cases, a brief precis of the actual tasks to be performed. Any person who is considering making an application for an advertised vacancy may obtain more detailed information about the duties of the position by applying directly to the Headquarters of the Department concerned.

SCHEDULE OF VACANT POSITIONS CURRENTLY AVAILABLE IN THE NATIONAL PUBLIC SERVICE

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

DEPARTMENT OF AGRICULTURE STOCK AND FISHERIES

F.1735	K2190-2385	As required for Livestock Station	2435	6.6.75
--------	------------	--------------------------------------	------	--------

Qualifications:- Certificate in Agriculture, or equivalent, or such other qualifications as may be acceptable to the Public Service Board. Good experience in stock management and husbandry, and in the organisation and supervision of staff. Knowledge of carpentry, plumbing, blacksmithing and servicing farm machinery.

Duties:- Assist in management of a major station.

F.1729	K2945-3105	As required for a Livestock Station	2436	6.6.75
--------	------------	--	------	--------

Qualifications:- Certificate in Agriculture, or equivalent, or such other qualifications as may be acceptable to the Public Service Board.

Duties:- Manage a major Livestock Station.

DEPARTMENT OF BUSINESS DEVELOPMENT

* 49 Senior Research Officer Grade 1	K3185-3365	Port Moresby	2437	6.6.75
---	------------	--------------	------	--------

Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and knowledge to handle the efficient performance of the duties.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Business Development - *continued*

Duties:- Collect, collate and analyse information on indigenous business activities. Establish and develop a pool of information on international experience and publications concerning small business activities. Study and analyse and select business information for adaptation to the needs and circumstances of the people. Advise on techniques and developments in the field of promotion and assistance to small businesses in other parts of the world and particularly in developing countries. Other duties as directed, consistent with the above.

\*TS.78,79,80 Technical Operator

\*TS.109,110 Grade 2

(5 positions)

K2465-2625

As required

2438

6.6.75

Qualifications:- Successful completion of appropriate trade, or technical qualifications. Workshop management experience desirable. Ability to assist and advise Papua New Guinea entrepreneurs. Other appropriate experience to efficiently discharge the required duties.

Duties:- Provide technical advice and assistance to Papua New Guinea entrepreneurs in establishing and maintaining production and quality at acceptable levels in service industries. Train subordinate staff and potential entrepreneurs in various aspects of these industries, especially in costing, tendering, contracting and estimating, programming, in addition to maintenance of standards and quality and labour control. Liaise with other officers of the Division to achieve co-ordination and proper deployment of resources. Document standard procedures applicable to preparation of tender costing of material, ordering and scheduling of supplies, etc. Other duties as directed, consistent with the above.

## DEPARTMENT OF THE CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

L.2 Assistant Commissioner

Clerk Class 10

K6445-6675

Port Moresby

2439

6.6.75

Qualifications:- Good executive and administrative ability. Detailed knowledge and extensive experience of local government legislation and operations. Experience in general administration in the field. Appropriate University degree desirable. Satisfactory completion of Form 6, or the Public Service Higher Certificate, or any other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Plan the extension of local government throughout the country; critically examine recommendations for the establishment of new councils; plan patterns of urban and rural local government and the amalgamation and reconstruction of councils. Oversee and co-ordinate the non-statutory work of Regional Local Government Officers; carry out inspections as necessary. Advise and assist other departmental officers, particularly field staff, in local government matters and the administration of pre-council and non-council areas. Undertake research into local government problems and the relationships between local government and central government. Carry out other duties as directed, consistent with the above.

\*S.1A Clerk Class 9

Assistant - National

Director of Sport

K5755-5985

Port Moresby

2440

6.6.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good working knowledge of sport club activities, meeting procedures. Sound experience in commercial practice and financial budgeting and control. Appropriate university degree as maximum qualification.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of the Chief Minister and Development Administration - *continued*

Duties:- Assist the National Director of Sport in the planning and extension of sports and recreational activities throughout Papua New Guinea. Initiate as appropriate sports projects, liaise with other departments and make recommendations. Plan, organise, conduct and furnish information on coaching activities to promote all sports. Organise the sporting literature and film library. Liaise with, advise and assist sporting bodies in sports administration, development, maintenance and management of facilities. Act as Executive Officer to the National Sports Council. Investigate and develop overseas sporting aid programmes. Supervise the activities of the District Sports Development Boards. Co-ordinate the development of sporting facilities throughout Papua New Guinea. Control, direct and supervise subordinate staff. Carry out other duties as directed by the National Director of Sport.

*S.2	Clerk Class 7 (Co-ordinator - Men's Sport)	K3825-4085	Port Moresby	2441	6.6.75
------	--	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability of a high order. Good background knowledge of sport, sports facilities and sports administration. Knowledge of sports co-ordination on a national basis desirable.

Duties:- Organise and direct the Men's Section of the Sporting Division of the Ministry of Culture and Recreation. Advise the Minister for Culture and Recreation on all matters relating to Sport, including establishment, grants in aid and provision of facilities. Act as alternate Executive Officer of the National Sports Council. Co-ordinate training activity, particularly in relation to National participation in International Competition. Assist and advise local sporting organisations in management and training. Carry out field surveys to assess the facilities available and to assess the sporting potential of rural areas. Assist and promote competitive sporting activities.

T.4	Clerk Class 6	K3185-3365	As required	2442	6.6.75
-----	---------------	------------	-------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound experience in general office and administrative work requiring initiative and good judgment. Demonstrated ability to prepare submissions and reports. Ability to supervise and train staff.

Duties:- Act as Secretary to the Commission, including preparation, collation and documentation of submissions, record decisions, initiate correspondence, follow up action as required. Provide efficient office services to the Commission and senior staff and supervise and train subordinate staff. Prepare annual and other reports and submissions required of the Commission. Prepare and revise financial estimates for the Commission's operations and ensure the maintenance of appropriate expenditure records. Liaise with appropriate Departmental staff on general administrative matters. Other duties as directed.

T.2	Clerk Class 5 (Staff and Industrial)	K2705-2865	Port Moresby	2443	6.6.75
-----	---	------------	--------------	------	--------

Qualifications:- Sound experience in Staff and Industrial matters preferably in a Teaching Service and a good knowledge of associated legislation, procedures and practice. Ability to conduct investigations and prepare reports and recommendations. Satisfactory completion of Form 4, or Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Provide general assistance in staff and industrial matters. Secure and collate material for submissions on employment conditions. Conduct investigation on disciplinary and other staff problems. Arrange promulgation and publication of decisions concerning employment conditions. Exercise delegations under the Teaching Service Ordinance. Other duties as directed.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of the Chief Minister and Development Administration - continued

MF.17 Clerk Class 4 K2255-2465 Lae (Wau) 2444 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Ability to supervise and train junior staff as appropriate. Officers not holding these educational qualifications, but who have relevant experience are also eligible and those who think they can do this job should apply.

Duties:- Perform all accounting functions in respect of the station cash advance. Operate agency services as applicable such as 1. Commonwealth Trade Bank 2. Development Bank 3. Post Office 4. Posts and Telegraphs transceiver. Co-ordinate general operations including:- 1. Station furniture and stores 2. Allocation of Pool Transport 3. Air Charter. Supervise and train subordinate staff, engaged in registry stores, licensing duties. Maintain departmental funds control ledger and other non-represented departments as appropriate. Deal with Public enquiries, prepare submissions and reports. Such other duties as directed consistent with the above.

SD.4 Clerk Class 4 K2255-2465 Port Moresby 2445 6.6.75  
Asst. Staff Development  
Officer)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Conduct lower level career and study guidance interviews. Assist in the design of career plans. Assist in the selection of local officers for participation in training courses. Within approved delegations, review salary and designation variations, higher duties proposal, etc. to ensure consistency with local officers' career plans, refer back to functional division, etc. or higher authority where appropriate. Process representation from local officers concerning career plans. Carry out other duties as directed, consistent with the above.

SD.5 Clerk Class 2 K1670-1930 Port Moresby 2446 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this job should apply.

Duties:- Research material for compilation of training files and personal history cards. Checking compilation of personal history cards and training files. U-date personal history cards with regards H.D.A., permanent appointment, promotion, etc. Carry out other duties as directed, consistent with the above.

## Corrective Institution Branch

CI.106 Clerk Class 4 K2255-2465 Bomana 2447 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Supervise the activities and staff of the salaries sub-section. Examine salary and allowances variations advised by the Staff Section. Prepare and sign Group Certificates.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of the Chief Minister and Development Administration - continued

## Corrective Institution Branch - continued

CI.103 Clerk Class 4                      K2255-2465                      Bomana                      2448                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Supervise subordinate staff in the processing of staff matters. Assist in the preparation and collation of all personnel returns and statistics.

CI.107 Clerk Class 3                      K1930-2125                      Bomana                      2449                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Post salary variations to proof sheets, effect changes of Bank etc. Check salary proof sheets against history cards.

CI.104 Clerk Class 3                      K1930-2125                      Bomana                      2450                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Prepare salary advices and calculate entitlements. Answer queries on salaries, allowances and deductions from salaries. Maintain personnel and establishment records.

## Office of Information

GL.15 Government Liaison                      K5755-5895                      Port Moresby                      2451                      6.6.75  
Officer, Grade 5  
(CC9 Research)

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good executive and administrative ability. Experience in attitude studies and social surveys essential. Aptitude for analysing and correlating reports. Knowledge of community education and training techniques.

Duties:- Responsible to the Assistant Director (Government Liaison) for the direction and co-ordination of the Research and Evaluation Section of the Government Liaison Branch. Initiate and direct studies of opinion and attitudes and the effectiveness of Government Liaison and Community Education Programmes in the field. Plan and supervise research into topics for development by the Projects Section into Community Education Programmes for dissemination at the village level.. Carry out research into the communications techniques and methods in use by field workers. Liaise with other departments, Public Service Training Centre, University of Papua New Guinea and P.N.U. Research Unit on matters of common interest. Contact and liaise with other agencies engaged in communications research inside and outside Papua New Guinea. Assist with training programmes as required by the Assistant Director (Government Liaison). Maintain close liaison with the Field and Projects Sections of the Government Liaison Branch. Prepare reports on investigations and studies undertaken. Carry out other duties as directed.



## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of the Chief Minister and Development Administration - continued

## Office of Information - continued

GL.9	Government Liaison Officer Grade 4 (CC8 Projects)	K4705-5065	Port Moresby	2452	6.6.75
------	---	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge and understanding of Government's political, social and economic policies. Extensive field experience in communications or extension work, or similar experience in an allied field.

Duties:- Plan and develop community education and Government Liaison projects for implementation in the field, including the following: plan approach, methods, techniques and content of projects; liaise with field officers, Research Section and Production Branch to arrange the detailed planning and implementation of projects, including the design and supply of audio-visual aids, written material, etc. maintain close contact with other departments and agencies to ensure that their aims are understood and that appropriate information and data is supplied. Undertake other duties as directed.

GL.31, 43-45, 49	Government Liaison Officer Grade 4 (Field) (Clerk Class 8)	K4705-5065	Port Moresby	2453	6.6.75
------------------	--	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate, or such other Educational qualifications as may be acceptable to the Public Service Board. Good Administrative and Executive ability. Understanding of the Factors effecting Economic, Social and Political change in a Developing Country. Demonstrated ability to communicate effectively with people and train staff. Experience in the organisation and implementation of large scale community education programmes.

Duties:- Responsible to the Assistant Director (Government Liaison) for the conduct of Government Liaison and Community Education Programmes in a major District. Implement in the field such Programmes, by organising Courses, Seminars and Training Sessions designed to stimulate Political, Social and Economic awareness. Responsible to the District Commissioner in the District to which posted for co-ordinating Government Liaison activities undertaken by Field Officers of the Division of District Administration, other Departments and organisations involved in the Programme. Conduct courses for Field Officers of all those Departments whose officers might be involved in some aspects of Government Liaison and Community Education work and assist as required, other agencies involved in Seminar Activities. Prepare appropriate Government liaison material for distribution and for radio broadcasting. Plan and prepare Audio-visual as locally required. Liaise closely with other Departments actively engaged in achieving Government liaison objectives. Continually evaluate and assess the effect and impact of the Government Community Education Programmes in the District to which posted and to report thereon to the Assistant Director (Government Liaison) and respective District Commissioners. Carry out other duties as directed.

*IN.11	Information Officer Grade 4	K4705-5065	Port Moresby	2454	6.6.75
--------	--------------------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Diploma in Journalism. Wide experience in Journalism and other forms of writing, including thorough knowledge of all aspects of news gathering and in supervising journalistic staff. Ability to train staff.



## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of the Chief Minister and Development Administration -

## Office of Information -

Duties:- Maintain day-to-day liaison with press representatives. Prepare and issue Press releases and generally provide an official information service for Papua New Guinea. Supervise the coverage of Government Departments and other appropriate news sources to maintain constant flow of significant news to the press. Arrange and attend Press Conferences. Supervise the editing, writing of information publications. Accept responsibility for the information gathering activities of Information officers based away from Port Moresby. Responsible for the production of government newspapers. Plan and supervise the training of staff in Journalism and public relations work. Undertake other duties as directed.

MS.2	Training Officer Grade 3 (CC6)	K3185-3365	Port Moresby	2455	6.6.75
------	-----------------------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for training duties. Experience in clerical and administrative work. Previous experience in organisation and conduction of training courses desirable.

Duties:- Organise and implement procedural courses and clerical/administrative training in the office of Information. Follow up and evaluate courses and prepare reports and recommendations thereon. Organise on-the-job training programmes. Prepare training handbooks. Assist in the selection of staff for institutional and special training courses. Maintain liaison with the Training Branch of the Public Service Board Department. Carry out other duties as directed.

GL.33, 69-73	Government Liaison Officer Grade 2 (Field) (Clerk Class 6)	K3185-3365	Port Moresby	2456	6.6.75
--------------	---	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good knowledge of social conditions. Demonstrated ability in the field communication and extension work or similar experience in an allied field. Ability to speak, read and write Pidgin and/or Motu.

Duties:- As part of a District Government Liaison Team and under limited direction:-  
a) implement government liaison and community education programmes and projects; provide assistance to senior officers in more difficult or responsible activities. b) Carry out the more difficult field testing and evaluation of extension aids produced by the Department; assist in the design and production of extension aids. c) Carry out, and contribute to the planning of field work associated with studies and research; collect and interpret research data. d) Assist in the development of a District network for dissemination and gathering of information related to Government Liaison work. Undertake other duties as directed.

GL.2	Keyboard Operator Grade 2	K1865-1995	Port Moresby	2457	6.6.75
------	------------------------------	------------	--------------	------	--------

Qualifications:- Ability to type at 40 words per minute and write and accurately transcribe shorthand at 80 words per minute. Ability to type and correctly set out from Shorthand notes and handwritten drafts of all forms of correspondence, schedules, tabular statements etc.

Duties:- Carry out general stenographic and typing duties. Carry out secretarial or other appropriate office duties as required.

L.2	Clerk Class 2	K1670-1930	Port Moresby	2458	6.6.75
-----	---------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience preferably in similar or allied work.

Duties:- Maintain personal history cards for all staff and the localisation schedule of the Division. Collate information required by the Localisation Committee for staff development programmes and other matters concerning localisation. Deal with minor correspondence. Prepare reports on applicants for advertised positions as background information for Selection Committee hearings. Carry out other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of the Chief Minister and Development Administration - *continued*

## Police Administration

P.A.27 Clerk Class 5                      K2705-2865                      Port Moresby                      2459                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in organization, classification and establishments procedures and techniques. Proven ability to prepare reports and recommendations.

Duties:- Critically analyse and review departmental organisation, classification and sectional establishments. Liaise with Public Service Board on matters and assist with major reviews; maintain and update establishments records.

P.S.6 Clerk Class 6                      K3185-3365                      Port Moresby                      2460                      6.6.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of Royal Papua New Guinea Constabulary Ordinance. Knowledge of personnel practices and procedures. Proven administrative ability.

Duties:- In light of approved manning scales and organisation tables:- prepare recommendations for postings of individual officers and other ranks. Process all documentation concerned with resignations and retirements of officers and other ranks.

## DEPARTMENT OF EDUCATION

F.1 Clerk Class 9  
(Accountant)                      K5755-5985                      Port Moresby                      2461                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive experience in Government accounting work. Sound knowledge of the relevant financial legislation and instructions. Proven administrative and supervisory ability. Progress towards accountancy qualifications desirable.

Duties:- Control the accounting function for the Education Department. Provide advice and develop departmental policy in respect of finance and accounting matters. Exercise financial delegations.

DI.28 Illustrator Grade 2                      K2815-2975                      Port Moresby                      2462                      6.6.75

Qualifications:- Competent creative, artist and illustrator, capable of using any medium, and with considerable experience in art activities. Good knowledge of production technique and printing methods.

Duties:- Design and execute artwork for publication or display. Supervise and advise subordinate staff in execution of work. Assist with training of subordinate staff. Other associated duties as directed.

DI.29 Illustrator Grade 1                      K2540-2735                      Port Moresby                      2463                      6.6.75

Qualifications:- Competent creative artist and illustrator. Knowledge of reproduction techniques.

Duties:- Design and execute straightforward artwork. Examine and complete more involved design work prepared by senior officers. Other associated duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Education - *continued*

DI.30 Illustrating Asst. K2345-2475 Port Moresby 2464 6.6.75  
Grade 2

Qualifications:- Ability to produce high quality graphic art material. Suitable previous training or experience in commercial art.

Duties:- Prepare illustrations and other teaching aids. Draft other material as required. Supervise work of artisand and junior staff. Other duties as directed.

L.153 Clerk Class 4 K2255-2465 Port Moresby 2465 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Organise and supervise maintenance of scholarship records, prepare and issue warrant authorities, organise travel and itineraries for Scholarship holders and scholarship staff. Be responsible for correspondence within the section. Organise requisitions for stores. Carry out such other duties as directed consistent with the above.

P.3 Clerk Class 4 K2255-2465 Port Moresby 2466 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous experience in similar or allied work desirable. Ability to train and supervise staff essential.

Duties:- Supervise the activities of the Recruitment Section. Collate departmental recruitment. Liaise with relevant authorities on all recruitment for the Department. Ensure relation of recruitment to establishment and staff ceilings. Prepare recruitment material, job information sheets etc. Arrange induction and oreintation of new appointees. Review recruitment and report on trends, staff availability, preferences and problems. Maintain appropriate records and statistics. Supervise the central sorting process for teaching appointments. Other duties as directed.

DI.31 Illustrating Asst. K2020-2150 Port Moresby 2467 6.6.75  
Grade 1

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Artistic ability. Previous experience and/or training in commercial art or allied subjects.

Duties:- Under direction perform routine illustrating duties appropriate to the section to which attached. Assist in preparation of silk screen material for printing. Assist in production of display units. Assist in preparation of work for reproduction. Undertake appropriate training. Carry out such other duties as directed consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Education - *continued*

DI.4 Clerk Class 2	K1670-1930	Port Moresby	2468	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Process all applications for enrolments and finalise enrolments of tutored evening class, registered institute, and full correspondence students. Receive all mail addressed to the College and reply to students after consulting with professional staff. Check payment of fees and qualifications of all students. Reply to routine correspondence and enquiries relating to courses by the College. Verify examination results. Answer routine telephone enquiries relating to enrolments, policies of the College and courses offered. Prepare and maintain master card, subject cards, tutors' students' and supervisors' files. Process cancellation and completion of notices as directed by Subject Teachers. Process the transfer of students from one category to another as directed by Assistant Registrar. (Issue materials and maintain records for registered institutions.) Carry out such other duties as directed, consistent with the above.

DI.21 Clerical Assistant Grade 3	K1670-1800	Port Moresby	2469	6.6.75
-------------------------------------	------------	--------------	------	--------

Qualifications:- Qualified as a Clerical Assistant Grade 1. Ability to perform the duties of the position, preferably with experience in similar or allied work.

Duties:- Supervise the activities of the Materials Section. Prepare and maintain records of production of stock and storage of all lesson materials and printed matter produced at the Education Production Centre, Commercial Printing Enterprises and the Materials Section of the College of External Studies. Maintain records of supply of materials to classes and subject departments. Supervise the production of urgent printing requirements of the College, and its collation. Check thoroughly all parcels of lesson materials to be despatched to Adult Education evening class centres, registered institutions and Youth Education groups. Ensure that all production machinery is maintained and serviced regularly. Carry out other duties as directed, consistent with the above.

DI.42 Clerical Assistant Grade 2	K1540-1670	Port Moresby	2470	6.6.75
-------------------------------------	------------	--------------	------	--------

Qualifications:- Qualified as a Clerical Assistant Grade 1. Ability to perform the duties of the position, preferably with experience in similar or allied work.

Duties:- Direct and control the functions of the despatch unit. Supervise the receipt and despatch of all mail and materials and keep registers. Supervise the operation of the franking machine and keep relevant registers.

DI.40 Clerical Assistant Grade 2	K1540-1670	Port Moresby	2471	6.6.75
-------------------------------------	------------	--------------	------	--------

Qualifications:- Qualified as a Clerical Assistant Grade 1. Ability to perform the duties of the position, preferably with experience in similar or allied work.

Duties:- Assist the Receipts Clerk to maintain receipts and other accounting records. Open all mail and separate cash, cheques and postal orders from the correspondence and hand over to the Receipts Clerk for registration. Deposit each day's monies at Treasury. Other duties as directed, consistent with the above.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Education - *continued*

DI. 8 & 10 Clerical Assistant Grade 2 (2 positions)	K1540-1670	Port Moresby	2472	6.6.75
---	------------	--------------	------	--------

Qualifications:- Qualified as a clerical assistant, Grade 1. Ability to perform the duties of the position preferably with experience in similar or allied work.

Duties:- Despatch and receipt of lesson materials to students. Carry out all clerical duties associated with the operations of subject teachers, such as: a) Check that students forward in completed lessons regularly b) Prepare and maintain students' and tutors' roll books c) Prepare cancellation and completion advice forms d) Prepare completed workbooks for part-time teacher's corrections e) Completed monthly statistics. Supervise the work of assistant subject clerks. Other duties consistent with above.

DI.22 Clerical Assistant Grade 2	K1450-1670	Port Moresby	2473	6.6.75
-------------------------------------	------------	--------------	------	--------

Qualifications:- Qualified as a Clerical Assistant Grade 1. Ability to perform the duties of the position preferably with experience in similar or allied work.

Duties:- Assist the Materials Officer in the control and supervision of the Materials Section. To oversight the operation of all production equipment including photostat machine, electronic stencil cutter and duplicating machines. To train new and subordinate staff in the use and maintenance of production equipment. To supervise the production of short urgent lesson materials and circulars including the collation thereof. Carry out such other duties as directed consistent with the above.

## DEPARTMENT OF FINANCE

A.5 Clerk Class 9	K5755-5985	Port Moresby	2474	6.6.75
-------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Accounting qualifications desirable. Proven administrative ability. Thorough knowledge of and wide experience in the interpretation of Papua New Guinea and other legislation particularly in relation to Superannuation and Benefits Funds. Sound knowledge of electronic data processing systems as applicable to these Funds. Sound knowledge in investment procedures.

Duties:- Direct the work of the Superannuation Section. Act as Secretary to:- The Papua New Guinea Superannuation (Local Officers) Board; The Papua New Guinea Retirement Benefits Board. Prepare annual reports and accounts for both funds.

A.346 Clerk Class 8	K4705-5065	Port Moresby	2475	6.6.75
---------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Accounting qualifications desirable. Previous experience in the preparation of policy papers and investment programmes essential. Knowledge of COBOL computer systems. Ability to supervise and train staff.

Duties:- Responsible for the efficient functioning of the Legislation, Investments, Research Section. Carry out investment policies for all Funds as directed by the O.I.C. Carry out research into Superannuation Fund operations both within and without Papua New Guinea as directed. Maintain all investment ledgers, registers relating to the Funds including Statistics.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Finance - *continued*

A.234 Clerk Class 7                      K3825-4085                      Rabaul                      2476                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Comprehensive knowledge of Treasury Ordinance, Regulations, and Instructions and of Public Service Ordinance, Regulations, Determinations and General Orders. Sound knowledge of governmental accounting procedures, supervisory and administrative ability. Accounting qualifications desirable.

Duties:- Supervise and direct the activities and staff of the following sections: Budget Control, Accounts, Paying and Receiving, Accounting Machines and Sundry Debtors. Act as Certifying Officer in the Finance Area under Section 35 of the Treasury Ordinance in view of: Funding of requisitions, Payment of Accounts and Control of Warrants of Availability.

I.8 Inspector (Finance)  
Grade 2                      K3825-4085                      Lae                      2477                      6.6.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of Treasury Ordinance, Regulations, Instructions and procedures and of Public Service Ordinance and Regulations. Sound experience in government accounting procedures. Ability to instruct Accounting Officers. Proven experience in audit and inspection work, or appropriate experience on allied or similar work. Accounting qualifications desirable.

Duties:- Supervise and instruct the staff of the New Guinea Mainland Regional Office. Inspect accounting records at Sub-Treasuries and Treasury establishments in the New Guinea Mainland Region in accordance with approved inspection and audit programmes. Inspect accounting activities at departmental district headquarters in the New Guinea Mainland Region. Determine reasons for inaccuracies in accounts and records audited and advise and instruct Accounting Officers on accounting aspects; correct procedures and where appropriate assist in remedial action.

\* A.184 Clerk Class 7                      K3825-4085                      Lae                      2478                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Comprehensive knowledge of Treasury Ordinance, Regulations and Instructions and Public Service Ordinance, Regulations, Determinations and General Orders. Sound knowledge of governmental accounting procedures, supervisory and administrative ability. Accounting qualifications desirable.

Duties:- Supervise and direct the activities and staff of the following sections: Budget Control, Accounts, Paying and Receiving, Accounting Machines and Sundry Debtors. Act as Certifying Officer in the Finance Area under Section 36 of the Treasury Ordinance in view of: Funding of requisitions, Paying of Accounts and Control of Warrants of Availability.

A.270 Clerk Class 7                      K3825-4085                      Goroka                      2479                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Comprehensive knowledge of Treasury Ordinance, Regulations and Instructions and of Public Service Ordinance, Regulations, Determinations and General Orders. Sound knowledge of governmental accounting procedures. Supervisory and administrative ability. Accounting qualifications desirable.

Duties:- Supervise and direct the activities and staff of the following sections: Budget Control, Accounts, Paying and Receiving, Accounting Machines and Sundry Debtors. Act as Certifying Officer in the Finance Area under Section 36 of the Treasury Ordinance in view of: Funding of requisitions, Payment of Accounts and Control of Warrants of Availability.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Finance - continued

\*FP.37 Clerk Class 7                      K3825-4085                      Port Moresby                      2480                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in price control measures, or other fields requiring experience in economic research or policy advice.

Duties:- Under direction of Deputy Price Controller, carry out investigations into Price Control matters in conformity with the Government's general economic policy. Advise on new fields which could be covered by Price Control. Evaluate submissions from private sectors for variations to Prices Regulations Ordinance. Other duties consistent with the above.

I.5      Inspector (Finance)                      K3825-4085                      Port Moresby                      2481                      6.6.75  
Grade 2

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of Treasury Ordinance, Regulations, Instructions and procedures and of Public Service Ordinance and Regulations. Sound experience in government accounting procedures. Ability to instruct accounting officers. Proven experience in Audit and inspection work, or appropriate experience, or allied, or similar work. Accounting qualifications desirable.

Duties:- Supervise and instruct the staff of the Papua Regional Office. Inspect accounting records at Sub-treasuries and Treasury establishments in the Papua Region in accordance with approved inspection and audit programmes. Inspect and Audit accounting records at outstations in Papua Region, in accordance with approved inspection and audit programmes. Determine reasons for inaccuracies in accounts and records audited and advise and instruct Accounting officers on accounting aspects; correct procedures and where appropriate assist in remedial action.

FP.23 Clerk Class 6                      K3185-3365                      Goroka                      2482                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of Price Ordinance, Determinations etc. Experience in accounting, preferably including cost accounting. Progress towards Accountancy qualifications desirable.

Duties:- Assist in the exercise of price control in Papua New Guinea in accordance with legislation. Carry out the statutory functions of Authorised Officer. Carry out prices investigations and investigate requests for increased profit margins on a regional basis; submit detailed reports and recommendations. Institute prosecutions as directed; prepare legal documents; appear in Court. Liaise with the Department of Law and Police on prices control matters. Carry out other duties as directed consistent with the above.

L.4      Clerk Class 6                      K3185-3365                      Port Moresby                      2483                      6.6.75  
(Training Officer Grade 3)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Successful completion of instructional course for Training Officers or equivalent qualifications. Ability to supervise and guide subordinate training staff engaged in the management and conduct of training courses.

Duties:- Direct a training unit engaged mainly on induction, procedural and auxiliary skills training courses. Control and conduct procedural training courses. Assess the effectiveness of training courses and prepare reports and recommendations. Evaluate and report on the effectiveness of the instructional methods used. Control the Staff Appraisal Scheme. Undertake staff counselling as required. Investigate new developments in training. Other related duties as directed.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Finance - *continued*

FP.20 Clerk Class 6 (Investigator)	K3185-3365	Port Moresby	2484	6.6.75
---------------------------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of Price Ordinance, Determinations, etc. Experience in accounting, preferably including cost accounting. Progress towards accounting qualifications desirable.

Duties:- Assist in the exercise of price control in Papua New Guinea in accordance with legislation. Carry out the statutory functions of Authorised Officer. Carry out prices investigations and investigate requests for increased profit margins on a regional basis; submit detailed reports and recommendations. Institute prosecutions as directed; prepare legal documents; appear in Court. Liaise with the Department of Law and Police on prices control matters. Carry out other duties as directed consistent with the above.

A.9 Clerk Class 6	K3185-3365	Port Moresby	2485	6.6.75
-------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of all relevant legislation essential. Previous experience in calculating pensions salaries essential. Ability to control and train staff. Thorough knowledge of COBOL computer systems.

Duties:- Supervise the Contributions and Pensions/Refunds Section. Ensure that books of account for the Superannuation Fund are properly maintained. Act as co-signing officer on all of the bank accounts associated with all funds. Handle all garnishee and other outside claims against pensions, lump sums, gratuities and refunds. Prepare information for inclusion in all annual reports and financial statements as required.

A.21 Clerk Class 6	K3185-3365	Port Moresby	2486	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good knowledge of Treasury Ordinance, Regulations, Instructions and accounting procedures. Good experience in government accounting procedures. Ability to undertake investigations and prepare reports.

Duties:- Under direction, carry out investigations into Treasury procedures and systems. Prepare associated reports and recommendations. Review Treasury Circulars, Instructions, etc. and recommend amendments as required. Undertake research for issue of Treasury Circulars and Instructions. Prepare drafts material.

A.297 Clerk Class 6	K3185-3365	Mount Hagen	2487	6.6.75
---------------------	------------	-------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of the Treasury Ordinance and Regulations, Instructions, Public Service Ordinance, Regulations and Determinations and General Orders. Appropriate experience in government accounting. Accountancy qualifications desirable.

Duties:- Represent the Treasury as directed, act as Certifying Officer under Section 35 of the Treasury Ordinance, approve payment of accounts payable. Prepare accounting media for Area Finance Officer. Institute legal action for recovery of amounts owing to the Administration. Control air charters, Parks and Gardens, Indigenous housing, Administration hostels and compounds, fire services, cemetery registers and appropriate accounts.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Finance - *continued*

A.265 Clerk Class 5                      K2705-2865                      Kavieng                      2488                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of Treasury Ordinance, Regulations, Determinations and General Orders. Appropriate experience in government accounting. Accountancy qualifications or part completion of accountancy studies desirable.

Duties:- Represent the Department of Finance as required. Examine accounts submitted for payment and approve payments; prepare accounting media for Area Finance Officer. Deal with all correspondence and attend to queries on accounting matters. Advise District Commissioners and Departmental Representatives on Treasury procedures.

MS.6 Clerk Class 5                      K2705-2865                      Port Moresby                      2489                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge of all aspects of personnel work and associated legislation and instructions. Wide experience in personnel practices preferably with some formal training. Proven administrative and supervisory ability. Ability to prepare reports and correspondence.

Duties:- Personnel Officer: Direct and supervise the work of the section. Examine difficult questions of entitlements, prepare submissions and recommendations. Ensure the maintenance of adequate personnel records. N.B. This position is located in the Personnel Branch, Bureau of Management Services.

A.236 Clerk Class 5                      K2705-2865                      Rabaul                      2490                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge of Treasury Ordinance, Regulations and Instructions. Good knowledge of the Public Service Ordinance, Regulations, Determinations and General Orders. Experience in Treasury systems for control of expenditures. Sound knowledge of government accounting procedures. Ability to supervise and train subordinate staff.

Duties:- Examine accounts for correctness before certification. Ensure that expenditure has been properly committed. Take action in all recoverable expenditure. Control the preparation of statements, accounting media required by Treasury and client departments. Investigate account queries and reconcile statements of accounts submitted by private firms, etc.

\*L.5 Clerk Class 5                      K2705-2865                      Port Moresby                      2491                      6.6.75  
(Training Officer, Grade 2)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Aptitude for training duties. Experience in Public Service clerical and administrative work. Previous experience in organising and conducting training courses.

Duties:- Organise training courses, including selection of documentation and arrangement of presentation methods and briefing session leaders. Conduct and supervise classroom training in basic procedural training. Evaluate trainee progress and performance and report on the effectiveness of training provided. Complete data for use in training documentation. Develop and prepare course outlines, study materials and instructional plans. Conduct career guidance interviews and counsel staff as required. Other related duties.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Finance - continued

A.128 Clerk Class 5  
(Paying Officer) K2705-2865 Port Moresby 2492 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Comprehensive knowledge of Treasury Ordinance, Regulations and Instructions. Thorough knowledge of paying and receiving procedures, knowledge of Government Accounting procedures.

Duties:- Supervise and direct the activities and staff of the Paying and Receiving Section. Pay accounts payable at the Sub-Treasury, Port Moresby. Maintain P/O Cash Book. Prepare JES, reconcile Tax Deductions from employees' and labourers' wages. Sign cheques. Other duties consistent with the above.

FP.46 Clerk Class 4 K2255-2465 Port Moresby 2493 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Carry out the Statutory functions of an authorised officer including: Visits to retail and wholesale establishments for purposes of policing the Act. Investigations to determine correctness of prices in the light of ruling Prices Orders. Assist in "Modus Operandi" exercises for the detection and prevention of infringements of the Act. Carry out other duties as directed, consistent with the above.

L.6 Clerk Class 4  
(Training Officer Grade 1) K2255-2465 Port Moresby 2494 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in Public Service Clerical and administrative work. Aptitude for training duties.

Duties:- Prepare, conduct and evaluate induction training. Conduct sessions as required on basic procedural courses. Draft reports on investigation projects or aspects of departmental training activities. Provide career guidance. Conduct induction and post induction interviews. Other related duties as directed.

A.8 Clerk Class 4 K2255-2465 Port Moresby 2495 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Examine schedules of contributions to ensure that Provisions of the Ordinance are complied with. Reconcile schedules of contributions with amounts received from Departments. Initiate and follow up to finality queries to Departments in respect of errors in schedules.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Finance - continued

A.34 Clerk Class 4 K2255-2465 Port Moresby 2496 6.6.75

**Qualifications:-** Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

**Duties:-** Supervise staff working on Trust Fund suspense and Trust Fund other authorities Ledger. Prepare correspondence and queries relating to the Trust Fund Suspense and Trust Fund Other Authorities. Ensure that both Ledgers are balanced monthly.

A.341 Clerk Class 4 K2255-2465 Port Moresby 2497 6.6.75

**Qualifications:-** Satisfactory completion of Form 4, or Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Ability to supervise and train junior staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

**Duties:-** Calculate and arrange payment of all pensions under the relevant legislation. Maintain all statistics associated with these pensions. Issue life Certificates for completion by pensioners and take any necessary action. Ensure safe custody of all unused pension books. Maintain the books of account and carry out banking as required for the Local Government Fund. Maintain Contributors records and reconcile accounts for all remittances received for the Fund and on behalf of the Government.

A.345 Clerk Class 4 K2255-2465 Port Moresby 2498 6.6.75

**Qualifications:-** Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Ability to supervise and train subordinate staff. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

**Duties:-** Check and reconcile all remittances and associated schedules relating to contributors and maintain contributors records. Prepare all computer input data relating to the contributors register; check and correct all output data and effect adjustments as necessary. Reconcile all output data. Initiate and follow up to finality all queries in respect of errors on variation schedules.

A.282 Accounting Machinist Grade 3 K1995-2125 Goroka 2499 6.6.75

**Qualifications:-** Qualified with extensive experience and proven ability in Accounting Machine operation. Ability to operate Comptometer desirable. Officers not holding these qualifications but who think they can do this work should apply.

**Duties:-** Post and balance appropriation Ledger. Operate comptometer. Prepare vouchers for posting to Ledger with predetermined totals. Other duties as directed.

A.154 Accounting Machinist-in-Charge (Grade 1) K1995-2125 Port Moresby 2500 6.6.75

**Qualifications:-** Extensive knowledge of machine accounting and Treasury accounting procedures. Proven ability to control and train Machinist staff. Officers not holding these qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

**Duties:-** Supervise and maintain the efficient working of the accounting and calculating machine processes in the Port Moresby Area Office. Prepare and distribute work. Test and train machinists. Assist in the design of machine stationery. Order and maintain stationery stocks. Ensure adequate maintenance of machines. Assist the authorising officer in procedures relating to cheque payments. Other related duties as directed.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Finance - *continued*

A.121 Clerk Class 3                      K1930-2125              Port Moresby              2501              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Examine and process all returns from outstations. Report cases of outstations not accounting regularly. Follow up queries concerning outstation returns. Maintain checks on accountable forms used at outstations. Other related duties consistent with the above.

A.203 Clerk Class 3                      K1930-2125              Lae                      2502              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Under direction, prepare Cash Fund Certificates. Maintain Funds Distribution Control Records. Maintain commitment record of requisitions. Maintain payment control records. Prepare notices to Departments re lack of funds and over expenditure. Assist Examiner in Charge in preparation of Monthly Accounts Advices. Other associated duties as directed.

A.276 Clerk Class 3                      K1930-2125              Goroka                      2503              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Examine and process all returns from outstations in accordance with Treasury Instruction No. 20. Ensure that outstations account regularly. Follow up queries concerning outstation returns. Maintain register of accountable forms at outstations. Assist in the preparation of cash disbursements to outstations. Assist in clearance of Receiver's Trust Account. Reconcile tax deductions on wages paid at outstations. Other related duties.

A.344 Clerk Class 3                      K1930-2125              Port Moresby              2504              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Oversight the staff of the Contributors Section and ensure that contributors records are efficiently maintained. Check all computer input data before processing and ensure all necessary corrections are effected each payday. Review computer procedures periodically and put forward any amendment to the programme as they become obvious. Oversight statistical records, leave and arrears register, relating to the Fund. Other related duties.



## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Finance - continued

A.105 Clerk Class 2                      K1670-1930                      Port Moresby                      2505                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Carry out detailed examination of accounts submitted for payment. Check claims covering purchases by Local Purchase Order. Prepare routine correspondence. Advise Senior Examiner of necessity for recovery action. Assist the Senior Examiner as directed.

A.209 Clerk Class 2                      K1670-1930                      Lae                      2506                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Assist paying and receiving Officer in his daily duties. Issue receipts for money collected. Prepare Receiver's Statements. Bank daily receipts. Cash Outstation Cheques. Pack and forward cash to Outstation. Assist the paying and receiving officer with Customs Duties. Other duties as directed.

A.255 Clerk Class 2                      K1670-1930                      Rabaul                      2507                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Assist Sundry Debtors Clerk in general upkeep of ledger. Investigate outstanding accounts. Assist in reconciliation of ledger accounts. Other duties as directed.

A.347 Clerk Class 2                      K1670-1930                      Port Moresby                      2508                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Maintain investment records. Prepare minor correspondence relating to Legislation, Research projects and Investments. Other duties as directed.

A.130 Clerical Assistant                      K1670-1800                      Port Moresby                      2509                      6.6.75  
Grade 3

Qualifications:- Qualified as for Clerical Assistant, Grade 1. Ability to satisfactorily perform all duties listed, preferably with experience in allied or similar work.

Duties:- With a minimum of supervision, perform higher grade clerical work, associated with the following duties:- Prepare paying officer's reimbursement. Witness cash salary payments and payments from paying officer's counter advice. Sort and mark-off paid cheques in numerical sequence, endorse cheques in numbers on vouchers. Assist in the despatch of outstanding reimbursements. Check follow-up action on unrepresented cheques. Other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Finance - *continued*

A.138 Clerical Assistant  
Grade 3                                      K1670-1800                      Port Moresby                      2510                      6.6.75

Qualifications:- Qualified for clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed. Preferably experience in similar or allied duties.

Duties:- Compute public utilities accounts from meter books. Check meter cards to detect discrepancies. Prepare totals for machine balancing. Other associated duties as directed.

A.188 Clerical Assistant  
Grade 2                                      K1540-1670                      Lae                                      2511                      6.6.75

Qualifications:- Qualified as Clerical Assistant Grade 1. Previous office experience, preferably including experience in registry or allied work. Ability to perform all the duties listed.

Duties:- With a minimum of supervision, perform higher grade clerical work associated with: The maintenance of Personal Claims and Personal claimants registers and index. The making out and routing of personal claims to examiners, advising of duplicate claims where occurring. The return of incorrect Personal Claims and the follow-up action thereon. The checking of registers for outstanding claims, preparing "outstanding" list for the Certifying Officer's information and direction. Other related duties as directed.

A.16 Clerical Assistant  
Grade 2                                      K1540-1670                      Port Moresby                      2512                      6.6.75

Qualifications:- Qualified as Clerical Assistant Grade 1. Previous clerical experience. Ability to carry out the duties.

Duties:- Under the direction of Clerk Class 5: Make up personal and other files for the Papua New Guinea Superannuation (Local Officers) Board; Papua New Guinea Retirement Benefits (Contract Officers) Board. Collect and despatch mail as required. Other related duties as directed.

## Central Planning Office

\*X.102 Executive Assistant  
Clerk Class 9                                      K5755-5985                      Mount Hagen                      2513                      6.6.75

Qualifications:- Experience in policy development and planning at the national or district level and with executive and administrative ability of a high order. Appropriate university degree with major studies in appropriate subjects, or equivalent desirable. Available for immediate inclusion in the Senior Executive Programme.

Duties:- The successful applicant will undertake a programme of training in the Area Planning Branch, in particular the duties of the Principal Projects Officer (position CA3) with the view to early promotion to that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position, and on so doing will be paid full higher duties allowance.

NOTE: Persons who have previously applied for this position will be considered and they need not re-apply.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Finance - *continued*Central Planning Office - *continued*

*X.103 Executive Assistant Clerk Class 9	K5755-5985	Port Moresby	2513A	6.6.75
---	------------	--------------	-------	--------

Qualifications:- Experience in policy development and planning at the National, or District level and with executive and administrative ability of a high order. Appropriate university degree with major studies in appropriate subjects, or equivalent desirable. Available for immediate inclusion in the Senior Executive Programme.

Duties:- The successful applicant will undertake a program of training in the Area Planning Branch, in particular the duties of the Principal Project Officer (Position CA6) with the view to early promotion to that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position, and on so doing, will be paid full higher duties allowance. Note: Persons who have previously applied for this position will be considered and they need not re-apply.

*X.100 Executive Assistant Clerk Class 9	K5755-5985	Port Moresby	2514	6.6.75
---	------------	--------------	------	--------

Qualifications:- Experience in policy development and planning at the national or district level and with executive and administrative ability of a high order. Appropriate University degree with major studies in appropriate subjects or equivalent desirable. Available for immediate inclusion in the Senior Executive Programme.

Duties:- The successful applicant will undertake a program of training in the Area Planning Branch, in particular the duties of the Principal Project Officer (Position CA5) with a view to early promotion to that position, subject to satisfactory performance. He will be given the earliest possible opportunity to take full responsibility for the duties of the position and on so doing will be paid full higher duties allowance. Note: Persons who have previously applied for this position will be considered and they need not re-apply.

## Taxation Branch

T.5 Clerk Class 7 Advising Officer	K3825-4085	Port Moresby	2515	6.6.75
---------------------------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Sound knowledge and experience of income tax law and practice. Progress towards qualifications in Accountancy and/or Law desirable.

Duties:- Review assessments and prepare statements of case for approval in the least difficult references to the Review Tribunal of Decisions on Objections under income tax legislation, and statements under the Industrial Development (Incentives to Pioneer Industries) Ordinance. Communicate with taxpayers to obtain any necessary additional information and negotiate with taxpayers with a view to settling appeals. Represent the Commission at hearings before the Review Tribunal. Assist senior officers in establishing the factual situation in appeals cases before the Review Tribunal. Act as secretary to the Registrar of Tax Agents. Consider and make recommendations in relation to the issue of Pioneer Industry Certificates.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Finance - continued

## Taxation Branch - continued

T.77 & 78 Clerk Class 2 (2 Positions)	K1670-1930	Port Moresby	2516	6.6.75
--	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Review taxpayers and group employers individual accounts to determine those cases where recovery action is warranted and either arrange for the issue of a reminder notice or final notice, or refer cases to Officer-in-Charge Accounts, for further direction. Prepare a recovery file for each case. Keep under constant review cases where extensions of time for payment have been granted, or where recovery action is deferred for other reasons.

## DEPARTMENT OF FORESTS

*TRT.5, 7-8 Forests Officer Class 4 (3 positions)	K6215-6445	Bulolo	2517	6.6.75
---	------------	--------	------	--------

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties of the position.

Duties:- Supervise and co-ordinate the work of lecturing staff in one or more of the following fields of study; Silviculture, Forest management, Botany, Forest Utilisation and Field Engineering; taking responsibility for planning, organising, conducting and assessing of the courses within those fields. Prepare lectures and courses of training at appropriate levels in one or more of the fields as listed above. Prepare and revise appropriate teaching manuals. Keep informed of the training requirements of forest resources, management and harvesting categories in Papua New Guinea. Initiate, plan and participate in enquiries and investigations relevant to the subject areas and methods of teaching and learning. Conduct appropriate research studies and organise publication of same. Participate in and supervise extra curricular activities and student counselling. Undertake other duties consistent with above.

RM.27 Forests Officer Class 4	K6215-6445	Bulolo	2518	6.6.75
----------------------------------	------------	--------	------	--------

Qualifications:- Appropriate University Degree, with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Extensive forestry experience particularly in research work. Administrative ability.

Duties:- Oversight the work of the Protection Section comprising: a) Entomology Sub-Section b) Pathology Sub-section c) Fire Sub-section d) Water Sub-section. Undertake detailed forward planning and co-ordination of research projects within an approved project area. Direct the establishment, maintenance and measurement of approved projects. Analyse experimental results and prepare reports including recommendations for adoption in routine work. Manage the Field Research Station at Bulolo. Undertake other related duties.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Forests - *continued*

RB.10 Botanist Class 4                      K6215-6445                      Lae                      2519                      6.6.75

Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Research experience in botanical taxonomy. Proven ability to prepare research material for publication.

Duties:- Direct the activities of the Research Branch including: (a) Manage the research programme in botany and ecology; (b) Supervise training programmes for botanists; (c) Co-ordinate production of material for publication to technical papers on the flora of New Guinea. Undertake advanced taxonomic revisions on groups of plants significant to the economic development of Papua New Guinea. Prepare high quality technical papers and text for the flora project. Undertake required field work. Other related duties as required.

RB.10 Botanist Class 4                      K6215-6445                      Lae                      2520                      6.6.75

Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Research experience in botanical taxonomy. Proven ability to prepare research material for publication.

Duties:- Direct the activities of the Research Branch including: (a) Manage the research programme in botany and ecology; (b) Supervise training programmes for botanists; (c) Co-ordinate production of material for publication of technical papers on the flora of New Guinea. Undertake advanced taxonomic revisions on groups of plants significant to the economic development of Papua New Guinea. Prepare high quality technical papers and text for the Flora Projects. Undertake required field work. Other related duties as required.

\*DR.20 Clerk Class 9                      K5755-5985                      Port Moresby                      2521                      6.6.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide field experience in district projects desirable. Knowledge of operations research methods and ability to draw up detailed operational plans. Proven liaison and administrative ability of a high order and capacity to direct and implement development plans.

Duties:- Draw up a detailed development programme, in conjunction with an area working group covering proposed follow-up development in a major timber area. Liaise with other Departments, Statutory Bodies and the Working Group to ensure that all required inputs are available at the required time and that the development plan proceeds as scheduled. Identify areas where further policy direction is required and obtain this direction.

\*RT.9,10 Forests Officer  
Class 3  
(2 positions)                      K5295-5525                      Bulolo                      2522                      6.6.75

Qualifications:- Appropriate university degree with major studies in appropriate subjects or equivalent or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties of the positions.

Duties:- Lecture in specified subject areas. Arrange and administer lectures, demonstrations, assessments, practical and field experiences in specified subjects. Take responsibility for and carry out related field duties. Counsel and guide students in professional and personal matters. Carry out extra curricula duties related to the work of the College. Undertake other duties consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Forests - *continued*

+RM.14 Forests Officer Class 3	K5295-5525	Baku	2523	6.6.75
-----------------------------------	------------	------	------	--------

Qualifications:- Appropriate University degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in forestry work. Supervisory and administrative ability.

Duties:- Prepare detailed research projects to be carried out within an approved project area. Direct and supervise the establishment, maintenance and measurement of approved Silviculture technique experiments. Analyse all experimental results and prepare reports including recommendations for adoption in routine work. Manage the Field Research Station at Madang. Undertake other related duties.

*RM.32 Entomologist Class 3	K5295-5525	Bulolo	2524	6.6.75
--------------------------------	------------	--------	------	--------

Qualifications:- Appropriate University degree, with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in forest entomological work. Supervisory and administrative ability.

Duties:- Prepare detailed research projects to be carried out within an approved project area. Direct and supervise approved entomological research projects to be carried out by officers of sub-section. Study Bionomics of specified insect pests and develop and test economic pest control methods. Analyse experimental results and prepare reports including recommendation for adoption in routine practice. Oversight curation of the National Forest Insect Collection. Undertake administrative and other relevant duties.

D.6 Timber Rights Purchasing Officer (F4)	K4705-5065	Port Moresby	2525	6.6.75
--	------------	--------------	------	--------

Qualifications:- Diploma of Forestry, or equivalent, or such other educational qualifications as are acceptable to the Public Service Board. Extensive field experience in forestry projects. Sound experience in collation and presentation of data. Sound knowledge of forestry, land law and land classifications. Proven administrative ability.

Duties:- Plan and control timber rights purchases throughout Papua New Guinea. Direct assessments and instruct Regional/District staff to implement timber rights purchases. Handle Timber Rights disputes as they arise in liaison with Regional Officers. Check all purchase documents and liaise with Crown Law to ensure satisfactory finalising of purchases. Investigate proposed schemes for variation of existing policy regarding payment of timber rights. Ensure necessary follow up action maintained on down payment type purchases. Control purchase document register. Undertake other related duties as directed.

+DD.6 Chief Draftsman Grade 1	K4215-4525	Port Moresby	2526	6.6.75
----------------------------------	------------	--------------	------	--------

Qualifications:- Qualified as Draftsman, Grade 1. Extensive Cartographic drafting knowledge and experience and considerable managerial capacity.

Duties:- Assist the CD2 to organise and control the Mapping Branch. Carry out research into methods of mapping and forest interpretation. Assist in periodic reviews of organisation methods and procedure within the Drafting Branch. Train staff as required. Other duties as directed.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Forests - continued

+DD.6 Chief Draftsman Grade 1	K4215-4525	Port Moresby	2527	6.6.75
----------------------------------	------------	--------------	------	--------

Qualifications:- Qualified as Draftsman Grade 1. Extensive cartographic drafting knowledge and experience and considerable managerial capacity.

Duties:- Assist the C.D.2 to organise and control the Mapping Branch. Carry out research into methods of mapping and forest interpretation. Assist in periodic reviews of organisation methods and procedure within the Drafting Branch. Train staff as required. Other associated duties as required.

*RM.45 Forests Officer Class 2	K3955-4525	Madang	2528	6.6.75
-----------------------------------	------------	--------	------	--------

Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Forestry experience. Knowledge of appropriate techniques.

Duties:- Undertake detailed planning, direction and supervision of studies of the relationships between surface runoff, soil types, topography, ground cover and soil erosion in rainforest areas, intensively logged for wood-chip production. Monitor streamflow turbidity and suspended sediment levels during rainfall events and isolate sources of natural and induced erosion. Develop economic soil erosion control measures. Analyse experimental results and prepare reports including recommendations for adoption in routine forest practice. Undertake administrative and other relevant duties.

*RM.22 Forests Officer Class 2	K3955-4525	Bulolo	2529	6.6.75
-----------------------------------	------------	--------	------	--------

Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in forestry work. Supervisory and administrative ability.

Duties:- Direct and supervise the establishment, maintenance and measurement of approved tree-breeding experiments. Oversight establishment, maintenance and upgrading of seed orchards of specified plantation tree species. Analyse experimental results and prepare reports including recommendations for adoption in routine work. Undertake administrative and other relevant duties.

*RP.8 Forests Officer Class 2	K3955-4525	Port Moresby	2530	6.6.75
----------------------------------	------------	--------------	------	--------

Qualifications:- Appropriate university degree with major studies in appropriate subjects, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in Forestry work. Knowledge of appropriate techniques.

Duties:- Assist with research work on a major project and/or carry out research on one or more minor projects in the field of wood preservation research. Prepare reports on research projects. Organise and supervise extension services in the field of wood preservation. Prepare pamphlets on wood preservation for distribution to rural areas. Assist with training of subordinate staff. Perform other related duties.

DS.11 Forester Grade 3	K3825-4085	Keravat	2531	6.6.75
------------------------	------------	---------	------	--------

Qualifications:- Diploma from Papua New Guinea Forestry College.

Duties:- Ability to carry out duties of District Forester, Keravat. Sound knowledge of silvicultural requirements of teak and kamarere. Ability to implement plantation management plan under direction of Regional Forest Officer. Knowledge of labour awards. Proven administrative ability. Holder of Diploma from Papua New Guinea Forestry College.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Forests -continued

DH.25 Forester Grade 2 K2945-3105 Mendi 2532 6.6.75

Qualifications:- Diploma from P.N.G. Forestry College.

Duties:- Ability to undertake duties of District Forester, Mendi. Extensive experience in extension activities. Sound knowledge of Silvicultural requirements of species used in Highlands extension programme. Proven administrative ability. Knowledge and ability to control logging operations. Holder of Diploma from P.N.G. Forestry College.

\*D5.26 Forester Grade 2 K2945-3105 Kavieng 2533 6.6.75

Qualifications:- Diploma from P.N.G. Forestry College.

Duties:- Ability to undertake duties of District Forester, Kavieng. Sound knowledge of logging and sawmilling techniques. Ability to administer logging plans in the field. Knowledge of Forestry Act. Ability to carry out extension work at village level. Proven administrative ability. Holder of Diploma from P.N.G. Forestry College.

RM.11 Forester Grade 2 K2945-3105 Port Moresby 2534 6.6.75

Qualifications:- Diploma of Forestry or equivalent, or such other educational qualifications as are acceptable to the Public Service Board. Experience in analytical practices.

Duties:- Prepare foliar, wood and soil samples for laboratory analysis and perform quantitative chemical analyses as directed for nutrient content. Analyse water samples for nutrient content and pollution level. Maintain analytical records and prepare reports as required. Undertake other related duties.

\*DC.9 Forester Grade 2 K2945-3105 Madang 2535 6.6.75

Qualifications:- Diploma from P.N.G. Forestry College.

Duties:- Ability to exercise day-to-day control over logging operation working to logging plans. Knowledge of Forestry Act. Ability to carry out reforestation projects under direction of District Forester. Proven Administrative ability. Other duties as directed. Holder of Diploma from P.N.G. Forestry College.

\*DM.19 Forester Grade 2 K2945-3105 Bulolo 2536 6.6.75

Qualifications:- Diploma from P.N.G. Forestry College.

Duties:- Ability to control major reforestation programme under direction of District Forester. Sound knowledge of Silvicultural requirements of hoop and klinkii pine and Pinus species. Proven administrative ability. Holder of Diploma from P.N.G. Forestry College.

RT.11-14 Forester Grade 2 K2945-3105 Bulolo 2537 6.6.75  
(4 positions)

Qualifications:- Diploma in Forestry, or equivalent, or possession of such educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties of the position.

Duties:- Assist lecturing staff in preparation of courses, teaching aids, practicals and in conduct of training courses. Assist in organisation and supervision of field exercises and excursions. Maintain equipment, stores, materials and records. Undertake other duties consistent with the above.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Forests - *continued*

DH.21 Forester Grade 2	K2945-3105	Lapegu	2538	6.6.75
------------------------	------------	--------	------	--------

Qualifications:- Diploma of Forestry, or equivalent, or such other educational qualifications as may be acceptable to the Public Service Board. Forestry experience, administrative ability.

Duties:- Control and direct the activities of the Lapegu forest station including nurseries, roading and reforestation. Ensure adequate control of plantation costs and assist in the preparation of District estimates. Conduct and supervise research projects. Ensure adequate supervision and training of subordinate staff. Other related duties as required.

RM.2 Clerk Class 5	K2705-2865	Port Moresby	2539	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Ability to supervise staff. Administrative experience.

Duties:- Prepare Branch correspondence and reports and sign correspondence as directed. Compile submissions, reports and correspondence dealing with research programmes. Prepare financial estimates, and works programmes and maintain accounting of project expenditure. Liaise with field research stations, field officers and Accountant on matters of finance, cost control, procurement and supply and take follow-up action as required. Supervise and train subordinate staff. Perform other related duties as directed.

+AS.4 Clerk Class 5 (Personnel Officer)	K2705-2865	Port Moresby	2540	6.6.75
--	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Direct and supervise the work of the Personnel Section. Exercise delegations under the Public Service Ordinance associated legislation and Determinations. Examine more difficult questions of entitlement and prepare submissions, recommendations and correspondence. Prepare submissions for promotions and higher duties allowance, Promotions Appeal Committee and Gazette Notifications. Ensure the maintenance of proper personnel records and statistics. Management of recruitment work including preparation of recruitment programme, advertising, related correspondence, liaison with recruitment organisation. Prepare annual salary estimates. Arrange and conduct training of clerks and follow up investigations into efficiency of trained staff. Other related duties as directed.

+AS.4 Personnel Officer (Clerk Class 5)	K2705-2865	Port Moresby	2541	6.6.75
--	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Direct and supervise the work of the Personnel Section. Exercise delegations under the Public Service Ordinance, associated Legislation and Determinations. Examine more difficult questions of entitlement and prepare submissions, recommendations and correspondence. Prepare submissions for promotions, higher duties allowance, promotions appeal committee and Gazette notifications. Ensure the maintenance of proper personnel records and statistics. Management of recruitment work including preparation of recruitment programme, advertising, related correspondence, liaison with recruitment organisation. Prepare annual salary estimates. Arrange and conduct training of clerks and follow up investigations into efficiency of trained staff. Other related duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Forests - *continued*

L.3,6 Clerk Class 4  
(2 positions)

K2255-2465

As required

2542

6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good experience in staff, personal, registry, accounts, salaries, or regional administrative work. Ability and aptitude for training staff.

Duties:- Instruct in clerical and administrative procedures. Carry out performance counselling and job documentation. Other duties as directed.

L.6 Clerk Class 4

K2255-2465

Port Moresby

2543

6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good experience in staff, personnel, registry, accounts, salaries or regional administration work. Ability and aptitude for training staff.

Duties:- Instruct in clerical and administrative procedures. Carry out performance counselling and job documentation. Other duties as directed.

L.3 Clerk Class 4

K2255-2465

Port Moresby

2544

6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Good experience in staff, personnel, registry, accounts, salaries or regional administration work. Ability and aptitude for training staff.

Duties:- Instruct in clerical and administrative procedures. Carry out performance counselling and job documentation. Other duties as directed.

RM.5 Clerical Assistant  
Grade 4

K1995-2125

Port Moresby

2545

6.6.75

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed with proven experience in allied or similar work.

Duties:- Collect, register and test forest seed and maintain registers of seed requests and supply. Prepare, package and despatch consignments of seed. Prepare monthly stocktakes and statements of outstanding requests, orders and payments. Other related duties as required.

RM.39 Assistant Forester  
Grade 4

K1995-2125

Bulolo

2546

6.6.75

Qualifications:- Higher Certificate of Forestry from the Papua New Guinea Forestry College, or Certificate of Competency from the Director of Forests. Sound knowledge of appropriate techniques. Ability to work under limited supervision.

Duties:- Assist in the establishment of, maintain and harvest field trials of growing edible forest mushrooms. Establish and maintain other nursery and field trials. Undertake other relevant duties.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale	Location	Advertisement Number	Applications Close
------------------------------	-----------------------	----------	----------------------	--------------------

Department of Forests - *continued*

DM.3 Clerk Class 3                      K1930-2125              Lae                      2547              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Provide assistance in the clerical work of the region including registry, transport, accommodation, movements. Check and collate harvesting and costing returns. Maintain expenditure records and assist in the procurement of stores and supplies. Provide relief for clerical officers within the Region as required. Undertake other duties as directed.

RT.22 Clerk Class 3                      K1930-2125              Bulolo                      2548              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including experience in similar or allied work.

Duties:- Assist the Registrar in the day-to-day management and control of: (1) All non-professional staff - clerical and officers; domestic maintenance and grounds. (2) Financial resources. (3) All buildings, including residential accommodation for staff and students; equipment and facilities. (4) All stores, materials and supplies. (5) All records. Handle all routine correspondence. Organise purchases of technical and scientific equipment for the College. Undertake other duties as directed consistent with the above.

+AS.3 Clerk Class 3                      K1930-2125              Port Moresby              2549              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Maintain accurate and up-to-date establishment records including duty statements and charts. Assist in the preparation of reports and statistical information. Assist in investigation and fact finding surveys. Provide clerical assistance for Assistant Ministerial Member. Other duties as directed.

+AS.3 Clerk Class 3                      K1930-2125              Port Moresby              2550              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Maintain accurate and up-to-date establishment records including duty statements and charts. Assist in the preparation of reports and statistical information. Assist in investigation and fact finding surveys. Provide clerical assistance for Assistant Ministerial Member. Other duties as directed.

DM.3 Clerk Class 3                      K1930-2125              Lae                      2551              6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Forests - *continued*

Duties:- Provide assistance in the clerical work of the region including registry, transport, accommodation, movements. Check and collate harvesting and costing returns. Maintain expenditure records, and assist in the procurement of stores and supplies. Provide relief for clerical officers within the Region as required. Undertake other duties as directed.

DE.6 Clerk Class 2	K1670-1930	Port Moresby	2552	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience.

Duties:- Collate, record and store forest products statistics. Carry out statistical and computation tasks as directed. Prepare correspondence as directed. Maintain oversight of files related to work of Branch. Undertake other duties as directed, consistent with the above.

RM.36 Assistant Forester Grade 3	K1670-1800	Bulolo	2553	6.6.75
-------------------------------------	------------	--------	------	--------

Qualifications:- Higher Certificate of Forestry from the Papua New Guinea Forestry College or Certificate of Competency from the Director of Forests. Knowledge of appropriate techniques, ability to work under limited supervision.

Duties:- Assist in duties pertaining to curation of a National Forest Insect Collection. Assist in the preparation, packaging and shipment of forest insect consignments for identification. Undertake other related duties.

RT.20 Driving Instructor	K1670-1800	Bulolo	2554	6.6.75
--------------------------	------------	--------	------	--------

Qualifications:- Licenced to drive motor vehicles of all grades. Ability to instruct in all driving duties.

Duties:- Supervise and conduct driver training course. Conduct lectures in simple maintenance, safety and traffic regulations. Undertake other duties as directed, consistent with the above.

RM.3 Clerk Class 2	K1670-1930	Port Moresby	2555	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience.

Duties:- Prepare administrative and general research correspondence. Prepare correspondence on matters pertaining to procurement and sale of forest tree seed and oversight maintenance of seed batch registers and revenue ledger. Assist in procurement and supply of research materials. Maintain records of research publication requests, sign correspondence as directed. Supervise records registration and filing. Perform other related duties as directed.

RM.20 Clerk Class 2	K1670-1930	Baku	2556	6.6.75
---------------------	------------	------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience.

Duties:- Prepare administrative correspondence and sign correspondence as directed. Prepare Research Station estimates and monthly statements of expenditure. Maintain Station Cost control ledgers. Prepare documents for procurement and supply of research materials. Register and file inward and outward correspondence and take follow-up action as required. Supervise administrative staff. Undertake other relevant duties.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Forests - *continued*

RM.4 Clerical Assistant Grade 2	K1540-1670	Port Moresby	2557	6.6.75
------------------------------------	------------	--------------	------	--------

Qualifications:- Qualified as for Clerical Assistant Grade 1. Ability to satisfactorily perform all the duties listed.

Duties:- Provide general clerical assistance in routine office operations. Perform other related duties as directed.

RP.32,33 Assistant Forester Grade 2 (2 positions)	K1410-1540	Port Moresby	2558	6.6.75
---	------------	--------------	------	--------

Qualifications:- Lower Certificate of Forestry from the Papua New Guinea Forestry College, or equivalent in terms of qualifications or experience. Knowledge of laboratory techniques.

Duties:- Assist in the preparation of wood pulp in the laboratory. Maintain equipment used in laboratory pulping. Undertake other relevant duties as directed.

RM.26,25 Assistant Forester Grade 2 (2 positions)	K1410-1540	Bulolo	2559	6.6.75
---	------------	--------	------	--------

Qualifications:- Lower Certificate of Forestry from the Papua New Guinea Forestry College. Knowledge of tree breeding techniques.

Duties:- Assist tree-breeding experiments. Maintain field trials of selected species. As directed, manage and harvest seed orchards. Undertake other relevant duties.

RP.32 Assistant Forester Grade 2	K1410-1540	Port Moresby	2560	6.6.75
-------------------------------------	------------	--------------	------	--------

Qualifications:- Lower Certificate of Forestry from the Papua New Guinea Forestry College, or equivalent, in terms of qualifications or experience. Knowledge of laboratory techniques.

Duties:- Assist in the preparation of wood pulp in the laboratory. Maintain equipment used in laboratory pulping. Undertake other relevant duties as directed.

RP.33 Assistant Forester Grade 2	K1410-1540	Port Moresby	2561	6.6.75
-------------------------------------	------------	--------------	------	--------

Qualifications:- Lower Certificate of Forestry from the Papua New Guinea Forestry College, or equivalent, in terms of qualifications or experience. Knowledge of laboratory techniques.

Duties:- Assist in the preparation of wood pulp in the laboratory. Maintain equipment used in laboratory pulping. Undertake other relevant duties as directed.

## DEPARTMENT OF INTERIOR

L.1 Assistant Secretary (Localisation)	K6445-6675	Port Moresby	2562	6.6.75
---	------------	--------------	------	--------

Qualifications:- Administrative ability of a high order. Wide and varied experience in Government Policy and procedures. Capacity for harmonious inter-personal working relationships. Drive, enthusiasm and ability to achieve targets. Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Interior - *continued*

Duties:- Implement localisation policy for the Department in accordance with the policy and guidelines laid down by the Public Service Board. Ensure co-ordination of localisation activities of Divisions and Branches within the Department in order to attain localisation objectives. Act as Chairman of Departmental Localisation Committee. Review localisation progress within the Department.

*L.C.34 Deputy Chief Commissioner	K6445-6675	Port Moresby	2563	6.6.75
--------------------------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Appropriate tertiary qualifications desirable. Proven administrative and executive ability of a high order. Extensive knowledge and experience in interpreting legislation essential.

Duties:- Carry out the statutory function of a commission under the Liquor (Licensing) Act 1963-1973. Chair sittings of Commission when Chief Commissioner is not available. Provide advice and assistance to all Commissioners, Licensing Inspectors, Licencees, Local Authorities and the public on such matters as interpretation of legislation and complex matters arising out of applications. Liaise with Director of Lands on new applications for all types of licences (for approval to use land for the purpose applied for). Assist Chief Commissioner prepare policy submissions for the Cabinet through the Minister. Review relevant aspects of Liquor Licensing Legislation, recommend and draft revised legislation. Perform other associated duties as directed by the Minister and the Chief Commissioner.

X.107 Clerk Class 9	K5755-5985	Port Moresby	2564	6.6.75
---------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Thorough knowledge and experience in supply and storehouse management, administrative ability of a high order.

Duties:- Plan, co-ordinate and direct the activities of the Division of Supply. Advise on policy aspects concerning stores, provisioning and finance and storehouse management. Liaise with other departments and government authorities on supply matters. Exercise delegation as authorised. As directed, deputise for the Commissioner in supply matters and attend Conference. Other associated duties as required.

PM.1 Clerk Class 8	K4705-5065	Port Moresby	2565	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in property management. Sound knowledge of accommodation and property management policies and processes. Superior administrative ability.

Duties:- Responsible to the Principal Officer, Property and Accommodation for the efficient operation of the Property Management Section. Control and supervision of all District Housing Allocation Authorities. Exercise control over residential accommodation rental register and ensure reconciliation at regular intervals. Recommend economic rentals on government accommodation occupied or leased by the private sector or semi-governmental agencies. Carry out research into and report on policy matters affecting government accommodation. Undertake investigations into and carry through implementation of major projects as directed. Other duties as directed, consistent with the above.

L.2 Localisation Officer	K4705-5065	Port Moresby	2566	6.6.75
--------------------------	------------	--------------	------	--------

Qualifications:- Extensive experience in Administration, personnel and training practices. Above average administrative ability. Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Interior - continued

**Duties:-** Assist in the implementation of localisation policy. Formulate and plan staff development and localisation programmes. Co-ordinate the activities of all Training Sections in the Department in line with approved staff development and localisation plans and objectives. Liaise with Training Agencies to ensure the Department's external training needs are met (C.P.S.B., ADCOL, ASOPA, CPTS, etc.) Ensure that the needs of the Localisation Committee for secretarial/clerical services are met. Act as Executive Officer of the Committee as required. Other related duties as directed.

L.7 Clerk Class 4	K2255-2465	Port Moresby	2567	6.6.75
-------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

**Duties:-** Control administrative aspects of Commonwealth Practical Training Scheme, Administrative College and Public Service Training Courses. Provide training officers with up-to-date material relating to policy and procedure circulars, instructions of non-technical nature. Assist training officers in conduct of training courses, compilation of manuals and training materials. Other related duties as directed.

PH.3B Clerk Class 4	K2255-2465	Port Moresby	2568	6.6.75
---------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Check and issue receipts for all monies paid direct to Hostels Office and record payments made. Check money and reconcile receipts of monies collected at individual hostels for casual meals, telephones and washing machines. Responsible for imprest advance money and for payments made for individual purchases. Compile contingency for reimbursement of money spent each week. Responsible for mess fee reconciliation ledgers. Reconciling and co-ordination of movements-payments and commencing and ceasing of mess fees of all officers in Administration hostels for the purpose of finding discrepancies and issuing mess fees variation advices to correct same. Other relevant duties as directed.

L.6 Training Officer				
Grade 2	K2705-2865	Port Moresby	2569	6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Knowledge of management procedures in the administration and implementation of Treasury and Public Service legislation. Training experience desirable.

**Duties:-** Arrange and conduct training courses and on-the-job training. Organise and implement procedural training courses in both property management and general clerical duties. Make recommendations concerning training and localisation. Follow up and evaluate results of training courses. Prepare handbooks and manuals for career guidance. Assist in the interview and selection of staff for special training courses. Other related duties as directed.

EL.9-11 Clerk Class 3 (3 positions)	K1930-2125	As required	2570	6.6.75
--	------------	-------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.



## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of the Interior - continued

Duties:- Maintain Rolls for Electorates within the District. Supervise the revision and up-dating of Rolls ensure proper registration of Claims, appropriate action, transfer advices, objections, deaths, marriages. Accept responsibility for the distribution of Ballot-Papers, declaration envelopes, ballot-boxes and all other equipment necessary for the conduct of elections. Assist lecturing on electoral education to Schools, Colleges, Womens Clubs and Villages. Assist Returning Officers in the conduct of House of Assembly, General Elections, Local Government Council Elections and Trade Union Elections. Other duties as directed.

L.4 Clerk Class 2                      K1670-1930                      Port Moresby                      2571                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Assist with the preparation for Localisation Committee meetings. Ensure reference material records available for Committee. Assist in preparation and distribution of agenda minutes and working papers. Ensure suitable arrangements made for recording procedures of meetings. Maintain and update special localisation records and statistics. Other duties as directed.

## DEPARTMENT OF LABOUR AND INDUSTRY

AD.1A (T) Clerk Class                      K7135-7365                      Port Moresby                      2572                      6.6.75  
11

Qualifications:- Experience and knowledge of personnel practices and including experience in placement, vocational guidance, development and utilisation of Labour, health, welfare and safety, training and techniques essential. Wide knowledge of human relations and management practices necessary.

Duties:- Control and direct the activities of the Employment and Training Division. Provide a placement for workers and in this connection by attitude testing and other means, assist employers to obtain sufficient and suitable workers. Provide a vocational guidance service to employees and in particular to young people. Assist and advise on health and welfare matters and promote employee health and welfare programmes by education and other means. Advise employees and employers on standards of industrial and commercial training and advise training authorities of the scope and direction of training requirements for industrial and commercial purposes. In collaboration with other appropriate training authorities, organise and conduct training course, particularly in respect of training-within-industry and other specialised industrial and commercial training, including operative supervisory and executive training. Advise employers on management's role in human relations in the development of proper communications with their employees and generally provide a personnel management service to employers.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Labour and Industry - *continued*

FS 2-5 District Labour Officer Grade 2 (cc 8 Salary Alignment)	K4705-5065	As required	2573	6.6.75
--	------------	-------------	------	--------

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other qualifications as may be acceptable to the Public Service Board. Experience appropriate to the duties and responsibilities of the position. Good administrative ability, ability to write reports.

Duties:- Direct and control the activities of the Department of Labour and Industry at major district level consisting of the following: employment placement, labour inspection, industrial relations, technical and safety. Action at local level where possible, adjustment to breaches of legislation and stoppages wherever possible. Carry out appropriate workers' Compensation investigation. Advise Headquarters on all employment matters in a district.

ES 1 Clerk Class 6	K3185-3365	Mount Hagen	2574	6.6.75
--------------------	------------	-------------	------	--------

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties and responsibilities of the position.

Duties:- Plan, organise and control the Highland Labour Scheme including: Administration of the Labour Compound; Processing of engagement and separations and movements; Conduct surveys and assessments of Labour potential; Prepare reports and recommendations on the H.L.S. operations; Co-ordinate labour supply and demand. Advise the O.I.C. Employment service then District Labour Officer on matters involving agreement workers in general. Perform inspectional duties and other duties on Labour Officer in respect of the H.L.S. or as directed. Other duties as directed consistent with the above.

FS 14-31 Clerk Class 5 (17 positions)	K2705-2865	As required	2575	6.6.75
---------------------------------------	------------	-------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and background relative to the duties and functions of the position.

Duties:- Responsible to the District Labour Officer, or other more senior personnel of the Department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following:- Inspect employers establishments to ensure that the provisions of all Labour Legislation and Industrial Awards are observed and take appropriate action to ensure their enforcement. Report on such inspections and action. Hear and adjust complaints by employers and employees, settle disputes wherever possible. Carry out appropriate Workers' Compensation investigations. Carry out duties as required in relation to any of the following matters:- employment placement, apprenticeship, safety and technical, weights and measures. Other duties as directed.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Labour and Industry - continued

ET.9 Clerk Class 5                      K2705-2865                      Port Moresby                      2576                      6.6.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession such other educational qualifications as may be acceptable to the Public Service Board. Experience and background appropriate to the duties and responsibilities of the position.

Duties:- Provide a comprehensive careers reference library and service, in particular:- Collect, assess, catalogue and file on a continuing basis careers, education and training information; Continuously review the needs in the careers information field; prepare and arrange for the printing and distribution of appropriate material; Develop and maintain liaison with all organisations and people who provide educational or careers information, or counselling services and facilities; Advise employers and others on the content and presentation of careers information. Carry out other duties as directed consistent with the above.

Clerk Class 3 FS 42                      K1930-2125                      As required                      2577                      6.6.75  
FS 43

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these qualifications but who have relevant experience are also eligible. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Responsible to the District Labour Officer or other more senior personnel of the department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following:- Responsible for the efficient functioning of the Registry including the implementation of registry facilities covering Industrial, Safety, Health and Welfare and Explosives and Inflammable Liquids Acts. Attestation of Agreements - (Employers and apprentices) checking of such documents, explanation of terms of agreement, inspection of equipment and issues, scrutiny of licenses, authorities etc.; Supervision of final wage payment on termination of agreements, processing of documentation associated therewith; Carry out employment placement duties comprising: interviewing, matching and referring applicants for employment/training, canvassing vacancies from employers, assist in school leavers programme, collection and maintenance of careers information. Prepare correspondence of a reasonably complex nature. Process all types of departmental documentation. Collect statutory fees and trust moneys. Assist in industrial relations work and conciliation work as required. Such other duties as required consistent with the above.

FS 52-64 Clerk Class 2                      K1670-1930                      As required                      2578                      6.6.75  
(12 positions)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible. Previous clerical experience preferably including some experience in similar or allied work.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Labour and Industry - continued

Duties:- Responsible to the District Labour Officer or other more senior personnel of the department in the area to which posted to carry out duties which are consistent with the classification of the position. Such duties could include all or any of the following: Assistance to more senior personnel to:- Attestation of Agreements (Employers and apprentices), checking of such documents, explanation of terms of agreement, inspection of equipment and issues, scrutiny of licenses, authorities, etc.; Supervision of final wage payment on term nation of agreements, processing of documentation associated therewith; Carry out employment placement duties comprising:- interviewing, matching and referring applicants for employment/training. Canvassing vacancies from employers. Assist in school leavers programme. Collection and maintenance of careers information. Prepare correspondence of a reasonable complex nature. Process all types of departmental documentation. Collect statutory fees and trust moneys. Assist in industrial relations work and conciliation work as required. Such other duties as required consistent with the above.

## DEPARTMENT OF LANDS SURVEYS AND MINES

*X107 Executive Assistant Clerk Class 9	K5755-5985	Port Moresby	2579	6.6.75
--	------------	--------------	------	--------

Qualifications:- Appropriate University degree, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Technical and administrative experience in engineering or electrical projects. Available for immediate inclusion in the Senior Executive Programme.

Duties:- The successful applicant will undertake a programme of training in the Office of Minerals and Energy, in particular, the duties of assistant Director, Purari Co-ordination Section (Position PCS1 Clerk Class 11) with the view of early promotion to that position subject to satisfactory performance.

*AL.18 Clerk Class 8	K4705-5065	Port Moresby	2580	6.6.75
----------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Tertiary qualifications in accountancy from a recognised institute desirable or part completion thereof. Relevant experience and background appropriate to the duties of the position.

Duties:- Investigate and report on Plantation accounts for purpose of acquisition. Investigate and recommend on repayment terms. Assist in out-of-court settlements as required. Other duties as directed, consistent with the above.

AL.2 - AL.7 Clerk Class 6 (6 positions)	K3185-3365	As required	2581	6.6.75
--	------------	-------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Relevant field experience. Administrative ability. Knowledge of customary tenure and relevant land legislation.

Duties:- Conduct field investigations to ascertain land shortage relevant to properties subject to acquisition under Alienated Land Acquisition Programme. Explain aims and procedures of the programme to the people. Perform other relevant duties as directed.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Lands, Surveys and Mines - *continued*

A.34A. Clerk Class 5                      K2705-2865                      Port Moresby                      2582                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Wide experience in personnel administration, sound knowledge of Public Service Act, Regulations, Determinations and associated instructions. Sound knowledge of Administration organisation and procedures; Proven administrative ability.

Duties:- Direct and supervise the work of the Personnel Section. Examine more difficult questions of entitlement and prepare submissions, recommendations and correspondence. Other related duties as directed.

LD.9 Clerk Class 5                      K2705-2865                      Port Moresby                      2583                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Practical knowledge of survey principles, land utilisation and customs. Sound knowledge of legislation associated with the acquisition of rights in lands.

Duties:- Supervise, direct and control subordinate staff. Negotiate with the owners of customary owned land for the purchase and lease of land rights. Arrange payments for the acquisition of land rights and the execution of relevant documents.

A.2 Clerk Class 5                      K2705-2865                      Port Moresby                      2584                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. General administrative experience with experience in the collection, collation and analysis of statistical data.

Duties:- Provide administrative assistance to the Director and carry out analyses; prepare reports, statistical statements, etc., for special projects and policy submissions. Oversight and/or arrange for the collection, collation and dissemination of statistical and other information required for forward planning.

A.148 Clerk Class 4                      K2255-2465                      Port Moresby                      2585                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise junior staff as appropriate. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Manage the administrative, staff and accounting aspects of a Lands Region; supervise and train subordinate staff. Exercise financial and other delegations. Act as a collector of Public Monies. Provide clerical assistance to other Divisions in the Region.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Lands, Surveys and Mines - *continued*

ADM.12 Technical Officer Grade 1	K2190-2385	Port Moresby	2586	6.6.75
-------------------------------------	------------	--------------	------	--------

Qualifications:- Completion of an acceptable course in surveying or qualifications deemed to be equivalent by the Public Service Board.

Duties:- Obtain search information for the preparation of Survey Instructions from: (a) Department of Lands, (b) Land Titles Commission, (c) Titles Office. Draft survey instructions under direct supervision. Perform other duties as directed.

A35A Clerk Class 3	K1930-2125	Port Moresby	2587	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare salary advices, calculate entitlements for allowances paid with salary. Answer queries on salary, allowances and deductions. Prepare correspondence on salary matters. N.B. This position is located in the Personnel Branch, Bureau of Management Services, Waigani.

A.36, A.36A Clerk Class 2 (2 positions)	K1670-1930	Port Moresby	2588	6.6.75
--	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Salary calculator checker. Calculate and check all salary variations including leave pays, resumptions, engagements and terminations. Process messing and rent deductions. Assist the Staff Clerk. N.B. These positions are located in the Personnel Branch, Bureau of Management Services, Waigani.

*A.19 Clerical Assistant Grade 2	K1540-1670	Port Moresby	2589	6.6.75
-------------------------------------	------------	--------------	------	--------

Qualifications:- Qualified for appointment as clerical assistant. Ability to satisfactorily perform all duties listed, preferably with good experience in Registry procedures.

Duties:- Perform higher grade clerical work associated with Registry duties. Other duties as directed.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Lands Surveys and Mines - continued

\*A18 Clerk Class 1                      K1280-1605                      Port Moresby                      2590                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Receipt and despatch of correspondence. Circulation of documents for senior officer's inspection. Such other duties as directed.

\*A. 24, 25, 26, 27.                      K1200-1410                      Port Moresby                      2591                      6.6.75  
 Clerical Assistant  
 Grade 1 (4 positions)

Qualifications:- Successful completion of Form 1 secondary education, or approved educational equivalent, or assessed equivalent in terms of education and experience in Government Service as an Administration Servant.

Duties:- Under close supervision provide routine assistance in general clerical duties in the section, including as required; (a) Maintenance of records, movement cards, etc. (b) Perform counter duties, answer routine enquiries, accept documents, provide routine information. (c) Other duties as directed.

## DEPARTMENT OF LAW

PS.1 Public Solicitor                      K7365                      Port Moresby                      2592                      6.6.75

Qualifications:- Admitted as a Barrister and Solicitor of the Supreme Court of Papua New Guinea. Extensive experience in the preparation and conduct of cases in all jurisdictions.

Duties:- Provide and appear as defence counsel in the Supreme Court and in his discretion, District Courts and Local Courts, on behalf of impecunious persons. Generally advise Papuan New Guineans as to their legal rights and obligations and ways and means of enforcing legal rights.

X.48 Executive Assistant                      K5755-5985                      Port Moresby                      2593                      6.6.75  
 Clerk Class 9

Qualifications:- Degree in Law, or possession of such other educational qualifications as may be acceptable to the Public Service Board. A member of the Senior Executive Programme or available for immediate inclusion in the Programme.

Duties:- Undertake a programme of training in the Registrar Generals Branch, in particular the duties of the Registrar General with the view to taking over the responsibilities of that position, subject to satisfactory performance.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## DEPARTMENT OF POSTS AND TELEGRAPHS

NOTE: REGARDING GAZETTE NO. 24 OF 3RD APRIL, 1975

Owing to a reclassification of non-technical operations positions in Posts and Telegraphs, the positions advertised in the above Gazette as Keyboard Operators are varied as follows:

Keyboard Operator Grade 2 \$1865-1995 becomes - Teleoperator Grade 2 K1930-2125

Keyboard Operator Grade 3 \$1995-2125 becomes - Teleoperator Grade 3 K2255-2465

Keyboard Operator Grade 4 \$2255-2465 becomes - Teleoperator Grade 4 K2705-2865

Keyboard Operator Grade 5 \$2705-2865 becomes - Teleoperator Grade 5 K3185-3365

Keyboard Operator Grade 6 \$3185-3365 becomes - Teleoperator Grade 6 K3825-4085

Note that position numbers, locations qualifications and duties remain the same and that the date of closing for applications has been extended to 6.6.75.

Note also that all positions of Keyboard Operator Grade 1 (Advertisement No. 2352) have been withdrawn (see Corrigendum May Gazette) and appointment will be according to the direction under section 30(5) of the Public Service (Interim Arrangements) Act 1973 as given on page 76 of the above gazette except that Keyboard Operator Grade 1 \$1540-1670 becomes Teleoperator Grade 1 K1540-1800.

OCA1 Engineer Class	K6215-6445	Lae	2594	6.6.75
4				

Qualifications:- Appropriate University Degree with major studies in appropriate subjects, or possession of such other qualifications as may be acceptable to the Public Service Board of Papua New Guinea. Considerable engineering experience and demonstrated managerial ability desirable.

Duties:- (Network Performance and Control). Control a group responsible for determining the performance of the Telecommunications network in PNG and its effect on national and international traffic, recommend and monitor standards to be maintained. Manage that segment of Telecommunications operations responsible for the international interface including the maintenance of the gateway exchange and the transmission maintenance centre.

ODA1 Engineer Class 3	K5295-5525	Port Moresby	2595	6.6.75
-----------------------	------------	--------------	------	--------

Qualifications:- Appropriate University Degree with major studies in appropriate subjects, or possession of such other qualifications as may be acceptable to the Public Service Board of Papua New Guinea. Considerable engineering experience and demonstrated managerial ability desirable.

Duties:- (Special Arrangements). Co-ordinate activities to arrange the best technical/economic means of providing telecommunications facilities to isolated and rural locations. The applicant would need to have a good understanding of modern developments in low capacity radio bearer and telephone switching and the provision of external line plant. The applicant will be required to negotiate with Government Departments and Private Industries on matters of contract preparation, financial cost sharing etc.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Posts and Telegraphs - continued

OEL2 Engineer Class 2	K3955-4525	Port Moresby	2596	6.6.75
OEL3 Engineer Class 2	K3955-4525			

Qualifications:- Appropriate University Degree with major studies in appropriate subjects, or possession of such other qualifications as may be acceptable to the Public Service Board of Papua New Guinea. Considerable engineering experience and demonstrated managerial ability desirable.

Duties:- (External Line Plant). Undertake the planning and design and/or investigate and review procedures involved in the operations and maintenance of external line plant throughout Papua New Guinea.

OBA1 Clerk Class 7	K3825-4085	Port Moresby	2597	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other qualifications acceptable to the Public Service Board.

Duties:- Manager Sales. Responsible for the overall control of sales of Telecommunications equipment throughout Papua New Guinea. Determine sales potential, formulate sales strategies and implement customer education of equipment available. Recommend rental rates and prepare documents of delegation for management approval. Previous experience in Telecommunications sales desirable.

OCT1, Teletechnician Supervisor Grade 2	K3465-3695	Lae	2598	6.6.75
--	------------	-----	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Transmission Control. Manage a combined international and national transmission control Centre (ITMC) responsible for maintaining the performance of telecommunications circuits of all types on a 24 hour basis. Liaise with other ITMC's. Previous experience in maintaining circuits to CCITT recommendations desirable.

OER 6 Teletechnician Supervisor Grade 2	K3465-3695	Port Moresby	2599	6.6.75
--	------------	--------------	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- To provide specialised technical advice to headquarters engineers and head supervisors and in particular to be responsible for setting maintenance standards and researching the performance of microwave bearer equipment.

ODA2 Teletechnician Supervisor Grade 1	K3465-3695	Port Moresby	2600	6.6.75
---	------------	--------------	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.



## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Posts and Telegraphs - continued

**Duties:- Special Facilities.** Provide specialist advice to Headquarters Engineering staff on the provision of telecommunications facilities to rural communities. A knowledge of recent developments of low capacity HF and VHF radio bearer equipment, telephone switching equipment and of outstations subscriber systems desirable.

OCE1 Teletechnician Supervisor Grade 2	K3465-3695	Lae	2601	6.6.75
---	------------	-----	------	--------

**Qualifications:-** An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

**Duties:- Trunk Telephone Exchange Operations.** Manage the operations of the combined international and national switching maintenance centre including a gateway exchange and a national trunk exchange (both L.M. Ericsson Crossbar ARM 20).

OCS1 Teletechnician Supervisor Grade 2	K3465-3695	Lae	2602	6.6.75
---	------------	-----	------	--------

**Qualifications:-** An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

**Duties:- Network Performance.** Manage a combined international and national service co-ordination centre (ISCC). Set up fault reporting procedures, analyse performance data, and disseminate performance data to management and overseas service co-ordination centres. Knowledge of CCITT recommendation on performance is desirable.

+OET6 Teletechnician Supervisor Grade 2	K3465-3695	Port Moresby	2603	6.6.75
--	------------	--------------	------	--------

**Qualifications:-** An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

**Duties:- Subscribers Equipment.** Provide specialist advice to headquarters engineers, and field supervisors on subscribers equipment. Investigate proposals for and carry out acceptance of new installations of subscribers equipment (PABX) by telephone contractors. Recommend and monitor standards of installation and maintenance of subscribers equipment. Knowledge of Crossbar PABX equipment desirable.

OET5 Teletechnician Supervisor Grade 2	K3465-3695	Port Moresby	2604	6.6.75
---	------------	--------------	------	--------

**Qualifications:-** An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

**Duties:- Telephone Operations.** To provide specialised technical advice to headquarters engineers, and field supervisors in particular to be responsible for setting maintenance standards and researching the performance of the telephone switching network. A knowledge of LM. Ericsson Crossbar equipment essential.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

+OPM2 Teletechnician Supervisor Grade 2	K3465-3695	Port Moresby	2605	6.6.75
+OSL1 (2 positions)		Lae		

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Telephone Operations. Supervise the Operation and maintenance of telephone exchanges, subscribers equipment and multiple equipment in a district. Experience with L.M. Ericsson Crossbar equipment essential.

+OIR1 Teletechnician Supervisor Grade 2	K3465-3695	Rabaul	2606	6.6.75
--	------------	--------	------	--------

Qualifications:- An approved diploma or certificate from a recognised college or institution or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Radio Operations. Supervise the operation and maintenance of microwave, VHF, and HF equipment in a district.

OCS2 Clerk Class 6	K3185-3365	Lae	2607	6.6.75
--------------------	------------	-----	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Telecommunications Survey Officer (Statistics). Produce statistics on various aspects of telecommunication network operations including circuit loadings and network performance, organise service sampling methods, investigate customer complaints of a network performance nature. Considerable experience in Telecommunications and knowledge of network theory desirable.

OCA2 Clerk Class 6	K3185-3365	Lae	2608	6.6.75
--------------------	------------	-----	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Telecommunications Survey Officer (Analysis). Undertake analysis of telecommunications operations statistics to produce quantitative data on the efficiency, performance, and quality of service provided by the Papua New Guinea telecommunications network. Assist in the preparation of reports for management. Experience in Telecommunications network theory and statistical analysis desirable.

OCS3 Teleoperator Grade 5	K3185-3365	Lae	2609	6.6.75
------------------------------	------------	-----	------	--------

Qualifications:- Qualified by examination in theory practice and skills necessary for the operation of telephonic console equipment or telegraphic console equipment.

Duties:- (Service Assessment). Undertake assessment of service provided to customers through manual observation of the Telecommunications network. Advise senior staff on malpractices and inefficiencies in the network as warranted. A knowledge of network principles and theory is desirable.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

PH2 Clerk Class 6 (Production Officer)	K3185-3365	Port Moresby	2610	6.6.75
---	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be accepted to the Public Service Board. Extensive knowledge and experience in the Philatelic Operations of a Postal Administration in a developing country.

Duties:- Obtain and arrange preparation of design material for stamp issues; Carry out research and compile design information; Liaise with artists and stamp printers in the preparation of designs for printing. Prepare submissions on stamp design for consideration by the Stamp Advisory Committee. Carry out detailed review of policies and procedures relating to philatelic activities of the Department, prepare reports and make recommendations. Supervise the maintenance of the official Stamp Collection and associated material, ensure compliance with U.P.U. requirements on new stamp issues.

OPA6 Clerk Class 6	K3185-3365	Port Moresby	2611	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Sales Supervisor Papua Region. Take charge of telecommunications sales activities in a region including the control and issue of telephone orders, investigation of customer complaints and control of customer education. Take charge of preparation and issue of all directory information. Previous sales experience and a knowledge of telecommunications facilities desirable.

OST 1 Teletechnician Supervisor Grade 1	K2945-3105	Lae	2612	6.6.75
--	------------	-----	------	--------

Qualifications:- An approved diploma or certificate from a recognised college or institution or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Telegraph Operations. Carry out supervisory duties associated with the operation and maintenance of Telegraph equipment in the Lae geographical area and oversight the operation of a Frederic electronics Eltex processor controlled exchange. Knowledge of use and maintenance of PDP-11 computers an advantage.

OSR1 Teletechnician Supervisor Grade 1	K2945-3105	Lae	2613	6.6.75
---	------------	-----	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Microwave Maintenance. Carry out supervisory duties associated with the operation and maintenance of mountain top repeaters used for the Microwave bearers throughout Papua New Guinea.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Posts and Telegraphs - continued

OSL2 Teletechnician Supervisor Grade 1	K2945-3105	Lae	2614	6.6.75
---	------------	-----	------	--------

Qualifications:- An approved diploma or certificate from a recognised college, or institution or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Radio Operations. Supervise the Operation and maintenance of microwave, VHF and HF equipment in a district.

EC 113. Senior Telecom Technician Officer Grade 1	K2945-3105	Port Moresby	2615	6.6.75
---	------------	--------------	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or equivalent, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Supervise the larger and more difficult departmental installations of telecommunications trunk systems, particularly those systems utilising H.F. trunk equipment. Co-ordinate alignments and interconnection of interfacing equipment to ensure compatibility of new and existing installations. Liaise with the Logistics Clerk for the supply and delivery of materials and carry out routine clerical work associated with the installations.

OER8 Teletechnician Supervisor Grade 1	K2945-3105	Port Moresby	2616	6.6.75
---	------------	--------------	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Power Equipment Maintenance. Provide specialist advice to headquarters engineering staff and field supervisors. Responsible for setting maintenance standards for power supply systems for remote radio repeater stations and emergency power plants in major centres. Experience in diesel rotating power plant and control cubicles essential.

OIB1 Teletechnician Supervisor Grade 1	K2945-3105	Arawa	2617	6.6.75
+OMW1       "	"	Wewak		

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Telecommunications Operations. Carry out supervisory duties associated with the operations and maintenance of telecommunications facilities in a district including the maintenance of telephone, telegraph, radio and external line plant, and the oversight of non-technical operations. Broad working knowledge of all aspects of Telecommunications with specialist knowledge in Radio or Switching desirable.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs -*continued*

+OET8 Teletechnician Supervisor Grade 1	K2945-3105	Port Moresby	2618	6.6.75
--	------------	--------------	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Provide specialist advice to headquarters engineers and field supervisors. Responsible for setting and researching maintenance standards for the Telegraph and/or Data Networks. Knowledge of computer principles an advantage.

OET9 Teletechnician Supervisor Grade I	K2945-3105	Port Moresby	2619	6.6.75
---	------------	--------------	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Multiplex (Telephone carrier) Maintenance. Provide specialist advice to headquarters engineers and field supervisors. Responsible for setting and monitoring maintenance standards for the broadband multiplex network.

OPM 3 Teletechnician Supervisor Grade I	K2945-3105	Port Moresby	2620	6.6.75
--	------------	--------------	------	--------

Qualifications:- An approved diploma, or certificate from a recognised college, or institution, or such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Subscribers Equipment. Supervise the installation and maintenance of subscribers telephone equipment in a district.

OIA6 Clerk Class 5 OMA6 (2 positions)	K2705-2865	Rabaul Mt. Hagen	2621	6.6.75
--	------------	---------------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications acceptable to the Public Service Board.

Duties:- Sales Supervisor. Take charge of telecommunications sales activities in a region including the control of issue of telephone orders investigation of customer complaints and control of customer education. Previous Telecommunications Sales experience necessary.

OECL Clerk Class 5	K2705-2865	Port Moresby	2622	6.6.75
--------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications acceptable to the Public Service Board.

Duties:- Senior Clerk Engineering Operations. Provide clerical support to engineering and technical staff including compiling of the annual works programme, advising on financial matters, formulating and carrying out administrative procedures, liaising with technical staff on non-technical matters. Control and train subordinate staff involved in carrying out the above procedures. Experience in a technical environment desirable.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Posts and Telegraphs - continued

S7 Clerk Class 5                      K2705-2865                      Port Moresby                      2623                      6.6.75

Qualifications:- Satisfactory completion of Form 6 or the Public Service Higher Certificate, or possession of such other additional qualifications as may be acceptable to the Public Service Board. Sound experience in government account procedures, good knowledge of Treasury Ordinances, Regulations and Instructions. Proven administrative and supervisory ability.

Duties:- Control and direct delivery oversight and payments functions ensuring compliance with audit requirements. Certify to the correctness of claims lodged by Suppliers against the Department for supplies and services procured by the Supply and Transport Branch. Forward batches of certified accounts to Accounts Branch for preparation of cheques in payment. Supervise and train subordinate staff.

OIA7 Tele-operator Grade 4	K2705-2865	Rabaul	2624	6.6.75
OMA7		Mt. Hagen		
OPA7, OPA 8		Port Moresby		
OSL8		Lae		
(5 positions)				

Qualifications:- Qualified by examination in theory practice and skills necessary for the operation of : Telephonic console equipment or telegraphic console equipment.

Duties:- Customer Education: Promote sales and customer relations by visiting customers premises with a view to instructing customers in the correct operation of telecommunications facilities and advising customers on telecommunications requirements. Assist in service assessment programmes. A knowledge of Telex and PABX operations procedures is desirable.

OSL3 Teletechnician                      K2464-2625                      Lae                      2625                      6.6.75  
Grade 3

Qualifications:- College, or institutional Certificate, or Diploma, or equivalent as approved by the Public Service Board. (Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Telegraph Exchange Operations. Provide specialist assistance to the Teletechnician. Supervisor in maintaining a Frederick Electronics Eltex 2 processor controlled telegraph switching exchange. A good knowledge of digital techniques and processor controlled exchanges is required. Experience with both software and Hardware of the Digital Equipment model PDP 11/35 mini Computer is desirable.

OTR2 OTR6-10 Teletechnician                      K2465-2625                      As required                      2626                      6.6.75  
Grade 3. (6 positions)

Qualifications:- College, or institutional Certificate, or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at teletechnician Grade 1 on relevant tasks.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

Duties:- Radio Operations:- Take charge of a complex cell within a district and provide specialist assistance to the teletechnician supervisor in the operation and maintenance of VHF, HF, and Microwave Telegraph equipment.

OTR11 Teletechnician Grade 3	K2465-2625	As required	2627	6.6.75
---------------------------------	------------	-------------	------	--------

Qualifications:- College, or institutional Certificate, or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Take charge of a Maintenance Control Centre responsible for monitoring the maintenance and performance of all equipment in a geographical district, recording performance data and operating the subscribers test desk. Previous experience in receiving and despatching faults is desirable.

OTR 12-15 Tele- technician Grade 3 (4 positions)	K2465-2625	As required	2628	6.6.75
--	------------	-------------	------	--------

Qualifications:- College, or institutional Certificate, or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Take charge of a complex cell within a district and provide specialist assistance to the teletechnician supervisor in the operation and maintenance at ARF, Rural Exchange, Subscribers, and/or Carrier Multiplex, equipment.

OPA. 15 Line Inspector	K2465-2625	Port Moresby	2629	6.6.75
------------------------	------------	--------------	------	--------

Qualifications:- Qualified telecommunications lineman, or equivalent as approved by the Public Service Board. Extensive practical trade experience and extensive supervisory experience in the control of staff and major projects. Estimating experience desirable.

Duties:- Co-ordinate and oversight external line plant installation and maintenance within a geographical region. Provide specialist assistance to the Regional Engineer.

+OER9 Teletechnician Grade 3 OER10	K2464-2625	Port Moresby	2630	6.6.75
--	------------	--------------	------	--------

Qualifications:- College or institutional Certificate or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

Duties:- Radio Equipment Maintenance. Provide specialist advice to headquarters engineer and field supervisors. Assist in setting and researching maintenance standards for microwave, VHF or HF radio systems.

OET11 Teletechnician Grade 3	K2465-2625	Port Moresby	2631	6.6.75
---------------------------------	------------	--------------	------	--------

Qualifications:- College or institutional Certificate or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Telephone Exchange Equipment. Provide specialist advice to headquarters engineers and field staff. Supervise a specialist crossbar maintenance team carrying out field inspections, maintenance, and minor new works. Knowledge and experience of L.M. Ericsson Crossbar equipment essential.

OET 10 Teletechnician Grade 3	K2465-2625	Port Moresby	2632	6.6.75
----------------------------------	------------	--------------	------	--------

Qualifications:- College or institutional Certificate or Diploma, or equivalent as approved by the Public Service Board. Successful completion of course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Multiply (telephone carrier) maintenance. Assist Headquarters staff and Field supervisors in the maintenance of the broadband carrier network by carrying out specialist investigations, advising on more complex technical problems, supervising equipment adjustments and carrying out field inspections.

OIA 9 Lines Inspector	K2465-2625	Rabaul	2633	6.6.75
-----------------------	------------	--------	------	--------

Qualifications:- Qualified as telecommunications linesman or equivalent as may be approved by the Public Service Board. Extensive practical trade experience and extensive supervisory experience in the control of staff and major projects. Estimating experience desirable.

Duties:- Co-ordinate and oversight external line plant installation and maintenance within the geographical region. Provide specialist assistance to the Regional Engineer.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

OMK1 Teletechnician	K2465-2625	Kundiawa	2634	6.6.75
OMS1 Grade 3		Mendi		
OPB1		Alotau		
OPD1		Daru		
OSB1		Lorengau		

Qualifications:- College, or institutional Certificate, or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Telecommunications Operations. Carry out supervisory duties associated with the operation and maintenance of all telecommunications facilities in a small district including the maintenance of telephone, telegraph, radio, and external line plant, and the oversight of non technical operations. Experience in HF and VHF radio equipment and step and/or crossbar exchanges an advantage.

OIB2 Teletechnician Grade 3	K2465-2625	Arawa	2635	6.6.75
-----------------------------	------------	-------	------	--------

Qualifications:- College, or institutional Certificate, or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Telecommunications Operations. Assist in supervisory duties and provide specialised assistance to the district telecommunications supervisor for operation and maintenance of Telecommunications Facilities in a district area. Specialised experience in the radio and/or Telephone fields. (Principal area of expertise depends on selection of Telecommunications supervisor).

OPA12 Clerk Class 4	K2255-2465	Port Moresby	2636	6.6.75
---------------------	------------	--------------	------	--------

Qualifications:- Satisfactory Completion of Form 4, or the Public Service Certificate or other qualifications acceptable to the Public Service Board.

Duties:- Directory Clerk. Take charge of preparation and issue of the Papua New Guinea Telecommunications Directory including the management of subscriber records, negotiations with the printer, preparation of directory layout etc.

OSL7 Clerk Class 4	K2255-2465	Lae	2637	6.6.75
--------------------	------------	-----	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications acceptable to the Public Service Board.

Duties:- Sales Supervisor. Take charge of telecommunications sales activities in a region, including the control and issue of telephone orders, investigation of customer complaints, and control of customer education. Previous telecommunications Sales experience necessary.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Posts and Telegraphs - continued

OCS4 Clerk Class 4                      K2255-2465                      Lae                      2638                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications acceptable to the Public Service Board.

Duties:- Assistant Telecommunications Survey Officer (Statistics). Assist in the production of statistics of telecommunications operations including circuit loadings and network performance. Undertake equipment performance testing at automatic exchanges and customer premises and report on the reliability of switching facilities. Knowledge of Telecommunication network theory and practices essential.

GS43 Library Officer                      K2255-2465                      Port Moresby                      2639                      6.6.75  
Grade 2

Qualifications:- Qualified for appointment as Library Officer. Wide experience and knowledge of Library practices and procedures and ability to control a Library of moderate scope including staff training.

Duties:- Take charge of Departmental Library services of a significantly technical engineering nature is provided. Supervise staff, plan and direct their activities and carry out associated staff supervisory tasks as necessary (e.g. discipline, attendance, instruction, training) and carry out duties as directed.

PH3. Clerk Class 4                      K2255-2455                      Port Moresby                      2640                      6.6.75  
(Stamp Distributor)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as maybe acceptable to the Public Service Board. Officers not holding these educational qualifications, but who have relevant experience are also eligible to apply. Experience in similar or allied work. Able to supervise and train junior staff as appropriate.

Duties:- Control the Department's bulk stocks of postage stamps, Duty stamps, Reply Coupons, Postal Orders and Other values. Maintain records showing the number and denomination of all stamps received from stamp printers, issued to Post masters, returned from Post masters, returned from Philatelists and destroyed. Prepare statistical data to enable the ordering of stamps in the various denominations required under the approved three year stamp issuing programme.

OSC1 Clerk Class4                      K2255-2464                      Lae                      2641                      6.6.75  
+OIA2                      Rabaul  
OMA2                      Mt. Hagen  
OPA2                      Port Moresby  
(4 positions)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications as may be acceptable to the Public Service Board.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Posts and Telegraphs -continued

Duties:- Regional Clerk. Provide clerical support to technical and other staff in a region including taking charge of staff tasks such as working reports, overtime and allowances, and maintaining records of financial expenditure, procedures and practices, and staff establishment and location.

OIR 10 Lines Supervision Grade 3	K2190-2385	Rabaul	2642	6.6.75
-------------------------------------	------------	--------	------	--------

Qualifications:- Qualified as lines Supervisor Grade 1. Extensive experience in skilled line plant work.

Duties:- To assist the management of a telecommunications district by supervising the installation and maintenance of external line plant in the area.

OEL 7. Lines Supervisor Grade 3 (Estimating)	K2190-2385	Port Moresby	2643	6.6.75
--	------------	--------------	------	--------

Qualifications:- Qualified as Lines Supervisor Grade 1. Considerable experience in skilled lines work. Ability to prepare accurate estimates for all classes of external plant and draw rough sketches for estimates.

Duties:- Prepare estimates and draft working plans for minor and major new external plant works. Assist headquarters and regional engineers where necessary.

OET12 Teletechnician Grade 2	K2190-2385	Port Moresby	2644	6.6.75
---------------------------------	------------	--------------	------	--------

Qualifications:- Successful completion of a course of training approved by the Public Service Board which provides eligibility for promotion to Teletechnician Grade I.

Duties:- Circuit Modification. Maintain records of circuit modifications to Telephone Exchange and Subscriber equipment. Process suggested modifications and carry out tests on new circuits. Act as support to the crossbar exchange inspection and maintenance team. Good knowledge of LM, Ericsson Crossbar Exchanges essential.

ORS 2. Lines Supervisor (Radio Rigger)	K2190-2385	Lae	2645	6.6.75
---	------------	-----	------	--------

Qualifications:- Qualified as Lines Supervisor Grade 1. Experience in skilled lines work. Capacity to work on aerial masts and towers on remote repeater sites at higher altitudes.

Duties:- Carry out programme of routine inspection and maintenance of aerial masts towers and associated equipment at Radio Transmitting, receiving and remote repeater sites.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

OTS 59, 60	K2190-2358	As required	2646	6.6.75
+OTS 24, 33, 49				
Teletechnician				
Grade 2				
(5 positions)				

Qualifications:- TT2, TT3: College or institutional Certificate or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Transmission Control. Undertake maintenance of a complex nature of Undersea Cable terminal equipment and/or carrier multiplex equipment. Monitor the performance of Telecommunications circuits of all types and decide on corrective action in the case of failure. Take change at a shift in a transmission control centre. Experience with undersea cable equipment and familiarity with CCITT recommendations on circuit restration an advantage.

OTS 19, 31, 32 36,	K2190-2385	As required	2647	6.6.75
51, 53-58				
+OTS 14, 30				
Teletechnician				
Grade 2				
(14 positions)				

Qualifications:- College or Institutional Certificate or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- (Telephone Operations). Undertake maintenance of Crossbar exchange; (ARK-M, ARK-D, ARM20, ARF, REG-ELP-H4). Subscribers equipment and Carrier equipment of a more complex nature as directed.

OTS 11, 17, 43	K2190-2385	As required	2648	6.6.75
Teletechnician				
Grade 2				
(3 positions)				

Qualifications:- College or institutional Certificate or Diploma, or equivalent as approved by the Public Service Board. Successful completion of a course of training approved by the Board which provides eligibility for promotion to Teletechnician Grade 2 plus a minimum of 2 years full time (preferably 3) suitable service at Teletechnician Grade 1 on relevant tasks.

Duties:- Undertake the more complex maintenance of telegraph and data equipment including Siemens M100 and Sagem Teleprinters and data cricuits operating at 1200 BPS. Supervise subordinate staff.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

OEL8. Lines Supervisor Grade 3. (Cable Protection)	K2190-2385	Port Moresby	2649	6.6.75
--	------------	--------------	------	--------

Qualifications:- Qualified as Line Supervisor Grade 1. Considerable experience in skilled lines work. Officers not holding these qualifications but who think they can do this work should apply.

Duties:- To provide specialised technical advice to headquarters engineers in the methods of provision of protection to external line plant and the maintenance and monitoring of cable protection methods. A good knowledge of gas pressurisation principles is desirable.

OMW 4. Lines Supervisor Grade 3	K2190-2385	Wewak	2650	6.6.75
------------------------------------	------------	-------	------	--------

Qualifications:- Qualified as Line Supervisor Grade 1. Extensive experience in skilled line plant work.

Duties:- To assist the management of a telecommunications district by supervising the installation and maintenance of external line plant in the area.

OMM4 Lines Supervisor Grade 3	K2190-2385	Madang	2651	6.6.75
----------------------------------	------------	--------	------	--------

Qualifications:- Qualified as Lines Supervisor Grade 1. Extensive experience in skilled line plant work.

Duties:- To assist the management of a telecommunications district by supervising the installation and maintenance of external line plant in the area.

OMG 5. Lines Supervisor Grade 3	K2190-2385	Goroka	2652	6.6.75
------------------------------------	------------	--------	------	--------

Qualifications:- Qualified as Lines Supervisor Grade 1. Extensive experience in skilled line plant work.

Duties:- To assist the management of a telecommunications district by supervising the installation and maintenance of external line plant in the area.

OSMI. Foreman Artisan Grade I	K2190-2385	Laë	2653	6.6.75
----------------------------------	------------	-----	------	--------

Qualifications:- Qualified as a Tradesman (Artisan Grade 2). Extensive relevant trades experience with trades supervisory experience.

Duties:- Supervise a task force responsible for the maintenance of diesel and electrical plant provided for power generation for the telecommunications network. Electrical plant includes rotating plant, control cubicles and power rectifiers and regulators.

## Vacancies - continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Posts and Telegraphs - continued

OPM 14 Lines Supervisor      K2190-2385      Port Moresby      2654      6.6.75  
Grade 3

Qualifications:- Qualified as Line Supervisor Grade 1. Extensive experience in skill line plant work.

Duties:- To assist the management of a telecommunications district by supervising the installation and maintenance of external line plant in the area.

OI87. Lines Supervisor      K2190-2385      Arawa      2655      6.6.75  
Grade 3

Qualifications:- Qualified as Lines Supervisor Grade 1. Extensive experience in skilled line plant work.

Duties:- To assist the management of a telecommunications district by supervising the installation and maintenance of external line plant in the area.

OSM2 OSM3 Senior      K1995-2125      Lae      2656      6.6.75  
Artisan

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience with ability to perform more skilled work.

Duties:- Undertake trade tasks of a highly skilled nature on electrical and/or mechanical (diesel) equipment as part of a maintenance team.

+OEC2 Clerk Class 3      K1930-2125      Port Moresby      2657      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other qualifications acceptable to the Public Service Board.

Duties:- Expenditure Control. Undertake clerical tasks associated with the control of Engineering Operations expenditure. Provide reports to Engineers on financial expenditure, prepare variation to budget submissions.

OEC3 Clerk Class 3      K1930-2125      Port Moresby      2658      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications acceptable to the Public Service Board.

Duties:- Senior Staff Clerk Engineering Operations. Undertake clerical tasks associated with processing of staff and establishment matters for Engineering Operations field and headquarters responsibilities, including preparation of HDA submissions, co-ordination of station to station transfers etc.

OMA8 Clerk Class 3      K1930-2123      Mt. Hagen      2659      6.6.75  
OPA9 (2 positions)      Port Moresby

Qualifications: Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications as may be acceptable to the Public Service Board. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Sales Clerk. Undertake clerical duties associated with telecommunications sales activities within a district. Issue telephone orders

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

Duties:- Sales Clerk. Undertake clerical duties associated with telecommunications sales activities within a district. Issue telephone orders, maintain sales records, and carry out costing of telephone orders.

OPA10 Clerk Class 2                      K1670-1930                      Port Moresby                      2660                      6.6.75

Qualifications:- Satisfactory Completion of Form 4, or the Public Service Certificate, or other qualifications acceptable to the Public Service Board.

Duties:- Sales Clerk. Assist in clerical duties associated with telecommunications sales activities within a region. Issue simple telephone orders, maintain sales records and monitor implementation of telephone orders.

OEC4 Clerk Class 2                      K1670-1930                      Port Moresby                      2661                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications acceptable to the Public Service Board.

Duties:- Clerk Class 2 (OEC4) Works Orders Clerk. Undertake clerical tasks associated with minor and major works orders e.g. price and extend estimates. Follow up completion advices and statistical statements.

IT27 Clerk Class 2                      K1670-1930                      As required                      2662                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be accepted by the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications, but have relevant experience are also eligible to apply.

Duties:- Carry out as directed clerical activities such as the preparation of graphs, charts, and minor correspondence, compilation of statistics detailed examination and checking and collection of reports and the maintenance of records for which Branch allocated.

OEL9, OPA3, OER11, OET13                      K1670-1930                      Port Moresby                      2663                      6.6.75  
Clerk Class 2                      "                      "

OIA3 Clerk Class 2                      "                      "                      Rabaul  
OMA3 Clerk Class 2                      "                      "                      Mt. Hagen  
OSC2 Clerk Class 2                      "                      "                      Lae

(7 positions)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or other educational qualifications acceptable to the Public Service Board. Officers not holding these educational qualifications, but who have relevant experience are also eligible to apply.

Duties:- Carry out straight forward clerical tasks such as maintaining a filing system, preparing graphs, tables etc., processing working reports, overtime claims etc. and maintaining records of expenditure, staff allocation, leave rosters etc.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Posts and Telegraphs - *continued*

OIA.8 Clerk Class 2                      K1670-1930                      Rabaul                      2664                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications acceptable to the Public Service Board.

Duties:- Sales Clerk: Undertake clerical duties associated with telecommunications sales activities within a district. Issue telephone orders, maintain sales records, and carry out costing of telephone orders.

OIA.10 Artisan Grade 2                      K1670-1800                      Rabaul                      2665                      6.6.75  
 OMA.10                      Mt. Hagen  
 OPA.16                      Port Moresby

Qualifications:- Successful completion of an apprenticeship in a first class trade, or equivalent as approved by the Public Service Board, or minimum of ten years experience as Artisan's Assistant and Artisan Grade 1, and successful completion of a trade test denoting competency at first class trade level, or other qualifications/experience approved by the Board.

Duties:- Carry out duties as a mechanic (diesel) in a geographic area. Provide reports on rotating plant performance to Telecommunications Engineers.

OPA.3 Clerk Class 2                      K1670-1930                      Port Moresby                      2666                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications acceptable to the Public Service Board.

Duties:- Assistant Directory Clerk: Assist in the preparation and issue of the Papua New Guinea Telecommunications Directory including the maintenance and checking of the master register, and recording details of requests for paid advertisements.

PS.339 Postal Officer                      K1410-1540                      Port Moresby                      2667                      6.6.75  
 Grade 2

Qualifications:- Qualified as Postal Officer, Grade 1. Pass at a Practical and Oral test related to duties.

Duties:- Process all classes of mails and mail matter. Perform medium level general counter duties. Carry out such other duties as directed consistent with the above.

## DEPARTMENT OF PUBLIC HEALTH

AS.289 Senior Methods                      K4705-5065                      Port Moresby                      2668                      6.6.75  
 Officer  
 (Clerk Class 8)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability. Thorough knowledge and wide experience in the conduct of methods reviews essential. Experience in the conduct of specialised training courses. Knowledge of office procedures and machines. Knowledge of administrative and managerial requirements of Public Health Programmes.



## Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Public Health - continued

Duties:- Control and direct work of the methods section staff in the performance of their approved duties. Undertake the following aspects of methods reviews which are assigned to section staff:- a) Preliminary survey for the review. b) Contract and directions of staff engaged in the review c) Participate in investigations as necessary. d) Ensure that staff report the results of the review adequately and that the recommendations are soundly based. e) Discuss the findings and recommendations with senior officers of the department and assist in implementation if required. Develop and implement procedural changes as required by the National Health Plan. Assist in the training and development of methods officers and lecture at departmental training courses as required. Other relevant duties as may be required.

AS.289 Clerk Class 8 K4705-5065 Port Moresby 2669 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven administrative ability. Thorough knowledge and wide experience in the conduct of methods reviews essential. Experience in the conduct of specialised training courses. Knowledge of office procedures and machines. Knowledge of administrative and managerial requirements of Public Health Programmes.

Duties:- Control and direct work of the Methods Section staff in the performance of their approved duties. Undertake the following aspects of methods reviews which are assigned to section staff:- a) Preliminary survey for the review b) Contract and direction of staff engaged in the review c) Participate in investigations as necessary d) Ensure that staff report the results of the review adequately and that the recommendations are soundly based. e) Discuss the findings and recommendations with senior officers of the department and assist in implementation if required. Develop and implement procedural changes as required by the National Health Plan. Assist in the training and development of methods officers and lecture at departmental training courses as required. Other relevant duties as may be required.

MT.41 Education Officer K3955-4085 Port Moresby 2670 6.6.75  
Class 6

Qualifications:- University degree of an approved University, preferably in Service. Post graduate or diploma in Education. Experience in teaching paramedical or nursing personnel an advantage. Administrative ability.

Duties:- Direct and co-ordinate subject tutoring activities at the Para Medical College. Program and direct the work of tutoring staff including liaison work with School of Nursing, Medical Faculty and their relevant bodies. Provide guidance and aid to teachers in teaching methodology, use of audio-visual aids and evaluation and assessment of students. Prepare and review curriculum guides. Initiate and supervise teacher training programmes. Co-ordinate teaching assistance available from sources outside of the college. Other duties as required.

CH.90 Chief Health K3465-3695 Port Moresby 2671 6.6.75  
Inspector

Qualifications:- Registered as a Health Inspector under the Medical Service Ordinance. Certificate of Royal Society for Health. Eligible for registration as a Health Inspector under the Medical Services Ordinance. Extensive experience in Health Inspection work. Proven administrative ability. Certificate of tropical hygiene, or inspection of meat.

Duties:- Manage the Health Inspection Service. Provide technical advice to Building Boards, Liquor Licensing Commission, other statutory authorities, Government Departments and Private enterprise organisations. Administer health legislation pertaining to environmental sanitation, draft new or amended legislation, initiate legal action for breaches of legislation. Represent the Department on committees dealing with environmental sanitation including licensing of Plumbers. Arrange proclamation of sewerage districts and appointment of sewerage engineers and inspectors. Advise on standards for training and qualifications of Health Inspectors. Posting of Health Inspection staff. Other related duties as directed.

## Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Public Health - continued

\*AS.290A Methods Officer      K3185-3365      Port Moresby      2672      6.6.75  
(Clerk Class 6)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Analytical capacity and sound judgment. Proven capacity to conduct methods reviews. A good knowledge of office procedures and office machines. Field experience in Health Care or Health Improvement programmes desirable.

Duties:- Under direction, review clerical and technical work procedures in all divisions of the department. Prepare detailed reports and recommendations on such reviewing. Implement procedural changes as required by the National Health Plan. Document procedures and prepare standard procedure manuals as necessary. Train departmental staff in approved standard procedures. Lecture at departmental training courses as required. Other relevant duties as may be required.

\*AS.290B Methods Officer      K3185-3365      Port Moresby      2673      6.6.75  
(Clerk Class 6)

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board. Analytical capacity and sound judgment. Proven capacity to conduct methods reviews. A good knowledge of office procedures and office machines. Field experience in Health Care or Health Improvement Programmes desirable.

Duties:- Under direction, review clerical and technical work procedures in all divisions of the department. Prepare detailed reports and recommendations on such reviewing. Implement procedural changes as required by the National Health Plan. Document procedures and prepare standard procedure manuals as necessary. Train Departmental staff in approved standard procedures. Lecture at Departmental training courses as required. Other relevant duties as may be required.

MAL.4 Clerk-Class 6      K3185-3365      Port Moresby      2674      6.6.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Diploma in Health Services Administration preferred. Wide administration experience essential. Ability to train staff essential. Experience in field work required.

Duties:- Manage and control the Headquarters Administrative Services of the Malaria Branch, including Finance. Personnel and Procurement activities. Follow up significant variations in expenditure with the Programme Assessment Unit, make recommendations and institute follow-up action as required. Undertake inspection tour to all areas of Papua New Guinea, to:- a) Perform routine audit checks on expenditure. b) Train staff as required. c) Implement new procedures as required d) Check existing administrative functions. Produce recommendations on deficiencies and institute procedural changes as necessary. Exercise financial delegations associated with the local purchase of equipment. Perform other duties as directed.

MAL.4 Clerk Class 6      K3185-3365      Port Moresby      2675      6.6.75

Qualifications:- Satisfactory completion of Form 6, or the Public Service Higher Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Diploma in Health Service Administration preferred. Wide administration experience essential. Ability to train staff essential. Experience in field work required.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Health - *continued*

Duties:- Manage and control the Headquarters Administrative services of the Malaria Branch including Finance, Personnel and Procurement activities. Follow up significant variations in expenditure with the Programme Assessment Unit, make recommendations and institute follow-up action as required. Undertake inspection tour to all areas of Papua New Guinea, to:- a) Perform routine audit checks on expenditure. b) Train staff as required. c) Implement new procedures as required. d) Check existing administrative functions. Produce recommendations on deficiencies and institute procedural changes as necessary. Exercise financial delegations associated with the local purchase of equipment. Perform other duties as directed.

MT.45	Education Officer Class 3	K2945-3105	Port Moresby	2676	6.6.75
-------	------------------------------	------------	--------------	------	--------

Qualifications:- Recognised qualifications in Education. Appropriate degree, or diploma from a recognised University desirable. Ability to teach para-medical students at up to Post Secondary level on subject matter of tutorship.

Duties:- Organise the teaching of the teacher specialist subjects at up to Post Secondary standards, to students and trainees enrolled in all courses at the College. i.e. basic, post-basic and diploma. Periodically review and update courses and lessons in conjunction with other training and teaching staff. Assist vocational guidance officers in choices of courses for students. Assist and participate in the planning, organisation, conduct, follow-up and examinations at the College and courses and outside programmes. Plan activities for students and trainees in relation to organised leisure time activities. Other duties as directed.

MAL.40A	Health Extension Officer Grade 2	K2705-2865	Rabaul	2677	6.6.75
---------	-------------------------------------	------------	--------	------	--------

Qualifications:- Registered as a Medical Assistant under the Medical Service Act. A minimum of 3 years experience as a Medical Assistant or a H.E.O. Experience or training in Malaria control activities. Administrative ability.

Duties:- Implement Malaria eradication programme throughout the district; inspect field operations and rectify deficiencies in control measures and eradication and evaluation activities. Administer district office and oversight and check the work of clerical and laboratory personnel and field assessment staff. Ensure continuity of stores and supplies and sufficiency and serviceability of equipment. Inform District Health Officer of district progress and confer with D.H.O. and his staff on funds, transport, staffing and related personnel matters. Prepare and submit reports and returns on district programme. Provide technical advice to Administration Departments and other agencies and technical aid and advice to local government councils and other interested and implicated bodies; foster public relations between Malaria Service and the community and propagate Health, Education and Malaria information at all levels.

MAL.40B	Health Extension Officer Grade 2	K2705-2865	Lae	2678	6.6.75
---------	-------------------------------------	------------	-----	------	--------

Qualifications:- Registered as a Medical Assistant under the Medical Service Act. A minimum of 3 years experience as a Medical Assistant or a H.E.O. Experience or training in Malaria Control Activities. Administrative ability.

Duties:- Implement malaria eradication programme throughout the district; inspect field operations and rectify deficiencies in control measures and eradication and evaluation activities. Administer district office and oversight and check the work of clerical and laboratory personnel and field assessment staff. Ensure continuity of stores and supplies and sufficiency and serviceability of equipment. Inform district Health Officer of district progress and confer with D.H.O. and his staff on funds, transport, staffing and related personnel matters. Prepare and submit reports and returns on district programme. Provide technical advice to Administration Departments and other agencies and technical aid and advice to local government councils and other interested and implicated bodies; foster public relations between Malaria Service and the community and propagate Health Education and Malaria information at all levels. Other related duties as directed.



## Vacancies - Continued

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

## Department of Public Health - continued

CH.95	Health Inspector Grade 2	K2705-2865	As required	2679	6.6.75
-------	-----------------------------	------------	-------------	------	--------

Qualifications:- Registered as a Health Inspector under the Medical Services Ordinance.

Duties:- Supervise the activities of Health Inspectors, Grade 1, and Assistant Health Inspectors within the District or Region. Carry out periodical inspection of urban and rural areas in the region or district and make evaluation of Council environmental sanitation projects. Prepare lectures on sanitation for Councils, schools and other interested bodies; also for in-service training classes. Prepare exhibits for same. Supervise in-service Training of Assistant Health Inspectors. Inspect plans submitted to Building Board. Attend meetings of building board. Oversee implementation of environmental sanitation legislation in Region or District. Investigate sources of infection in notified infectious diseases, interview contacts. Arrange for disinfection of premises and articles. Inspect food warehouse and stores. Inspect imported foods, food preparation premises, butcher's shops. Inspect carcasses at abattoirs. Collect samples of food and water for analyses. Other duties as directed.

CH.96	Health Inspector Grade 2	K2705-2865	As required	2680	6.6.75
-------	-----------------------------	------------	-------------	------	--------

Qualifications:- Registered as a Health Inspector under the Medical Services Ordinance.

Duties:- Supervise the activities of Health Inspectors, Grade 1, and Assistant Health Inspectors within the District or Region. Carry out periodical inspection of urban and rural areas in the region or district and make evaluation of council environmental sanitation projects. Prepare lectures on sanitation for councils, schools and other interested bodies; also for in-service training classes. Prepare exhibits for same. Supervise in-service training of Assistant Health Inspectors. Inspect plans submitted to Building Board. Attend meetings of Building Board. Oversee implementation of environmental sanitation legislation in region or district. Investigate sources of infection in notified infectious diseases, interview contact. Arrange for disinfection of premises and articles. Inspect food warehouses and stores. Inspect imported foods, food preparation premises, buthcer's shops. Inspect carcasses at abattoirs. Collect samples of food and water for analyses. Supervise mosquito and other insect control. Plan for systematic mosquito control in region or district. Inspect licensed premises for Liquor Licensing Commission. Organise and supervise rodent control in region or District. Carry out rodent control quarantine duties. Advise on urban and rural sanitary collection and disposal of nightsoil and refuse. Prepare general correspondence. Report on aspects of environmental sanitation in region or district. Other duties as directed.

CH.99	Health Inspector Grade 2	K2705-2865	As required	2681	6.6.75
-------	-----------------------------	------------	-------------	------	--------

Qualifications:- Registered as a Health Inspector under the Medical Services Ordinance.

Duties:- Supervise the activities of Health Inspectors, Grade 1, and Assistant Health Inspectors within the district or region. Carry out periodical inspection of urban and rural areas in the region or district and make evaluation of council environmental sanitation projects. Prepare lectures on sanitation for councils, schools and other interested bodies;also for in-service training classes. Prepare exhibits for same. Supervise in-service training of Assistant Health Inspectors. Oversee implementation of environmental sanitation legislation in region or district. Investigate sources of infection in notified infectious diseases, interview contact. Arrange for disinfection of premises and articles. Inspect food warehouses and stores. Inspect imported foods, food preparation premises, butcher's shops. Inspect carcasses at abattoirs. Collect samples of food and water for analyses. Other duties as directed.



## Vacancies - Continued

Position No. Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
--------------------------	--------------------------	----------	----------------------	--------------------

## Department of Public Health - continued

CH.101 Health Inspector      K2705-2865      As required      2682      6.6.75  
Grade 2

Qualifications:- Registered as a Health Inspector under the Medical Service Ordinance.

Duties:- Supervise the activities of Health Inspectors, Grade 1, and Assistant Health Inspectors within the district or region. Carry out periodical inspection of urban and rural areas in the region or district and make evaluation of council environmental sanitation projects. Prepare lectures on sanitation for councils, schools and other interested bodies; also for in-service training classes. Prepare exhibits for same. Supervise in-service training of Assistant Health Inspectors. Inspect plans submitted to Building Board. Attend meetings of Building Board. Oversee implementation of environmental sanitation legislation in region or district. Investigate sources of infection in notified infectious diseases, interview contact. Arrange for disinfection of premises and articles. Inspect food warehouses and stores. Inspect imported foods, food preparation premises, butcher's shops. Inspect carcasses at abattoirs. Collect samples of food and water for analyses. Supervise mosquito and other insect control. Plan for systematic mosquito control in region or district. Inspect licensed premises for Liquor Licensing commission. Organise and supervise rodent control in region or district. Carry out rodent control quarantine duties. Advise on urban and rural sanitary collection and disposal of nightsoil and refuse. Prepare general correspondence. Report on aspects of environmental sanitation in region or district. Other duties as directed.

CH.100 Health Inspector      K2705-2865      As required      2683      6.6.75  
Grade 2

Qualifications:- Registered as a Health Inspector under the Medical Services Ordinance.

Duties:- Supervise the activities of Health Inspectors, Grade 1, and Assistant Health Inspectors, within the district or region. Carry out periodical inspection of urban and rural areas in the region or district and make evaluation of council environmental sanitation projects. Prepare lectures on sanitation for councils, schools, and other interested bodies; also for in-service training classes. Prepare exhibits for same. Supervise in-service training of Assistant Health Inspectors. Inspect plans submitted to Building Board. Attend meetings of Building Board. Oversee implementation of environmental sanitation legislation in region or district. Investigate sources of infection in notified infectious diseases, interview contacts. Arrange for disinfection of premises and articles. Inspect food warehouses and stores. Inspect imported foods, food preparation premises, butcher's shops. Inspect carcasses at abattoirs. Collect samples of food and water for analyses. Supervise mosquito and other insect control. Plan for systematic mosquito control in region or district. Inspect licensed premises for Liquor Licensing Commission. Organise and supervise rodent control in region or district. Carry out rodent control quarantine duties. Advise on urban and rural sanitary collection and disposal of nightsoil and refuse. Prepare general correspondence. Report on aspects of environmental sanitation in region or district. Other duties as directed.

MT.188 Tutor Sister      K2490      Madang      2684      6.6.75

Qualifications:- Registered as a nurse under Papua New Guinea Medical Services Ordinance. Post-basic qualifications in specialised nursing. Post-graduate qualifications in Nursing Education desirable. Teaching and administrative ability.

Duties:- Lecture to trainees and supervise clinical training. Assist in the preparation and review of curricula. Other duties as required.

Vacancies - *Continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Health - *continued*

MAL.76 Malaria Eradication K2190-2385 As required 2685 6.6.75  
Officer Grade 1

Qualifications:- Satisfactory completion of area supervisor's training course essential for local officers. Satisfactory completion of area supervisor's training course, or qualifications and experience which, in the opinion of the Director of Public Health are equivalent, essential for progression of overseas officers beyond K3546 notional salary.

Duties:- Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations, direct corrective action where necessary including retraining of staff. Examine team leaders' reports and evaluate results, prepare returns and reports on area programme. Administer area office and oversight and check the work of officers and laboratory staff. Conduct geographical reconnaissance and base line surveys of new projects and prepare detailed project maps. Establish malaria detection stations within a project and follow up individual case detection. Supervise and/or assist with entomological and parasitological surveys. Conduct health education and malaria service lectures at local government councils and schools. Order, receive and distribute area stores.

MAL.57 Malaria Eradication K2190-2385 As required 2686 6.6.75  
Officer Grade 1

Qualifications:- Satisfactory completion of area supervisor's training course essential for local officers. Satisfactory completion of area supervisor's course or qualifications and experience which in the opinion of the Director of Public Health are equivalent, essential for progression of overseas officers beyond K3546 notional salary.

Duties:- Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations, direct corrective action where necessary including retraining of staff. Examine team leaders reports and evaluate results, prepare returns and reports on area programme. Administer area office and oversight and check the work of officers and laboratory staff. Conduct geographical reconnaissance and base line surveys of new projects and prepare detailed project maps. Establish malaria detection stations within a project and follow up individual case detection. Supervise and/or assist with Entomological and Parasitological surveys. Conduct health education and malaria service lectures at local government councils and schools. Order, receive and distribute area stores.

MAL.44 Malaria Eradication K2190-2385 As required 2687 6.6.75  
Officer Grade 1

Qualifications:- Satisfactory completion of area supervisor's training course essential for local officers. Satisfactory completion of area supervisor's training course or qualifications and experience which in the opinion of the Director of Public Health are equivalent, essential for progression of overseas officers beyond K3546 notional salary.

Duties:- Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations, direct corrective action where necessary, including retraining staff. Examine team leaders' reports and evaluate results, prepare returns and reports on area programme. Administer area office and oversight and check the work of Officers and Laboratory staff. Conduct geographical reconnaissance and base line surveys of new projects and prepare detailed project maps. Establish malaria detection stations within a project and follow up individual case detection. Supervise and/or assist with Entomological and Parasitological surveys. Conduct health education and malaria service lectures at local government councils and schools. Order, receive and distribute area stores.

Vacancies - *continued*

Postion No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
-----------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Health - *continued*

MAL.42 Malaria Eradication  
Officer Grade 1                      K2190-2385                      As required                      2688                      6.6.75

Qualifications:- Satisfactory completion of area supervisors training course essential for Local Officers. Satisfactory completion of area supervisors training course or qualifications and experience which in the opinion of the Director of Public Health are equivalent, essential for progression of Overseas Officers beyond K3546 notional salary.

Duties:- Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations; direct corrective action where necessary including retraining of staff. Examine team leaders' reports and evaluate results, prepare returns and reports on area programme. Administer Area Office and oversight and check the work of Officers and Laboratory staff. Conduct geographical reconnaissance and base line surveys of new projects and prepare detailed project maps. Establish malaria detection stations within a project and follow up individual case detection. Supervise and/or assist with entomological and parasitological surveys. Conduct health education and malaria service lectures at local government councils and schools. Order, receive and distribute area stores.

MAL.48 Malaria Eradication  
Officer Grade 1                      K2190-2385                      As required                      2689                      6.6.75

Qualifications:- Satisfactory completion of Area Supervisors training course essential for Local Officers. Satisfactory completion of Area Supervisors training course or qualifications and experience which in the opinion of the Director of Public Health are equivalent, essential for progression of overseas Officers beyond K3546 notional salary.

Duties:- Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations; direct corrective action where necessary including retraining of staff. Examine team leaders' reports and evaluate results, prepare returns and reports on area programme. Administer Area Office and oversight and check the work of Officers and Laboratory staff. Conduct geographical reconnaissance and base line surveys of new projects and prepare detailed project maps. Establish malaria detection stations within a project and follow up individual case detection. Supervise and/or assist with entomological and parasitological surveys. Conduct health education and malaria service lectures at local government councils and schools. Order, receive and distribute area stores.

MAL.67 Malaria Eradication  
Officer Grade 1                      K2190-2385                      As required                      2690                      6.6.75

Qualifications:- Satisfactory completion of Area Supervisors training course essential for Local Officers. Satisfactory completion of Area Supervisors training course, or qualifications and experience which in the opinion of the Director of Public Health are equivalent, essential for progression of Overseas Officers beyond K3546 notional salary.

Duties:- Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations; direct corrective action where necessary including retraining of staff. Examine team leaders' reports and evaluate results, prepare returns and reports on area programme. Administer Area Office and oversight and check the work of Officers and Laboratory staff. Conduct geographical reconnaissance and base line surveys of new projects and prepare detailed project maps. Establish malaria detection stations within a project and follow up individual case detection. Supervise and/or assist with entomological and parasitological surveys. Conduct health education and malaria service lectures at local government councils and schools. Order, receive and distribute area stores.



## Vacancies - Continued

Postion No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
-----------------------------	--------------------------	----------	----------------------	--------------------

## Department of Public Health - continued

MAL.62 Malaria Eradication Officer Grade 1 K2190-2385 As required 2691 6.6.75

Qualifications:- Satisfactory completion of area supervisor's training course essential for local officers. Satisfactory completion of area supervisor's training course or qualifications and experience, which in the opinion of the Director of Public Health are equivalent, essential for progression of overseas officers beyond K3546 notional salary.

Duties:- Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations, direct corrective action where necessary, including retraining of staff. Examine team leaders reports and evaluate results, prepare returns and reports on area programme. Administer Area Office and oversight and check the work of Officers and Laboratory staff. Conduct geographical reconnaissance and base line surveys of new projects and prepare detailed project maps. Establish malaria detection stations within a project and follow up individual case detection. Supervise and/or assist with Entomological and Parasitological surveys. Conduct health education and malaria service lectures at local government councils and schools. Order, receive and distribute area stores.

MAL.60 Malaria Eradication Officer Grade 1 K2190-2385 As required 2692 6.6.75

Qualifications:- Satisfactory completion of area supervisor's training course essential for local officers. Satisfactory completion of area supervisor's training course or qualifications and experience which in the opinion of the Director of Public Health are equivalent, essential for progression of overseas officers beyond K3546 notional salary.

Duties:- Plan and co-ordinate the activities of spray teams within the area and check and assess efficiency of operations, direct corrective action where necessary including retraining of staff. Examine team leaders reports and evaluate results, prepare returns and reports on area programme. Administer area office, and oversight and check the work of officers and laboratory staff. Conduct geographical reconnaissance and base line surveys of new projects and prepare detailed project maps. Establish malaria detection stations within a project and follow up individual case detection. Supervise and/or assist with Entomological and Parasitological surveys. Conduct health education and malaria service lectures at local government councils and schools. Order, receive and distribute area stores.

MAL.465A-B Medical Laboratory Assistant Grade 3 K1995-2125 As required 2693 6.6.75

Qualifications:- Satisfactory completion of a Malaria Laboratory Supervisor training course. Extensive experience and ability to take charge of a large malaria laboratory. Supervisory ability.

Duties:- Administer and control district Malaria Laboratory. Direct and supervise laboratory assistant and ensure compliance with approved procedures. Participate or arrange participation in special surveys and geographical reconnaissance, obtain specimens for library collection. Maintain adequate supplies of laboratory stores and equipment. Analyse laboratory output and results and prepare reports and returns. Perform other duties as directed.

MS.213 Medical Records Officer (Clerk Class 3) K1930-2125 Arawa 2694 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other qualifications as are acceptable to the Public Service Board. Wide clerical experience including registry duties. Knowledge of the care of medical records. Some knowledge of statistics. Practical experience in a medical library desirable.

Duties:- Receive and file medical records. Initiate and maintain efficient cross reference systems. Provide statistical data for hospital research purposes. Prepare routine statistical information. Supervise sub-ordinate staff. Other related duties as directed.



Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Health - *continued*

AS.16A Clerk Class 3                      K1930-2125                      Port Moresby                      2695                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience, preferably including some experience in similar or allied work.

Duties:- Prepare appropriate charges and suspensions relating to breaches of the Public Service Ordinance. Follow up all charges to ensure validity and invalidate charges as necessary. Advise on correct disciplinary procedures and practice. Prepare necessary documentation for the Public Service Board and for the Supreme Court. Maintain accurate records and registers. Prepare associated statistics for relevant authorities. Other duties as directed.

MAL.477 Medical Laboratory  
Assistant Grade 2                      K1670-1800                      As required                      2696                      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course, and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.487 Medical Laboratory  
Assistant Grade 2                      K1670-1800                      As required                      2697                      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course, and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.510 Medical Laboratory  
Assistant Grade 2                      K1670-1800                      As required                      2698                      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological, or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.469 Medical Laboratory  
Assistant Grade 2                      K1670-1800                      As required                      2699                      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course and a minimum of one year laboratory experience after completion of the course.

Duties:- Perform malaria entomological or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological, or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Health - *continued*

MAL.472 Medical Laboratory      K1670-1800      As required      2700      6.6.75  
Assistant Grade 2

Qualifications:- Satisfactory completion for a malaria laboratory training course and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.493 Medical Laboratory      K1670-1800      As required      2701      6.6.75  
Assistant Grade 2

Qualifications:- Satisfactory completion of a malaria laboratory training course and minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.507 Medical Laboratory      K1670-1800      As required      2702      6.6.75  
Assistant Grade 2

Qualifications:- Satisfactory completion for a malaria laboratory training course and minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.517 Medical Laboratory      K1670-1800      As required      2703      6.6.75  
Assistant Grade 2

Qualifications:- Satisfactory completion of a malaria laboratory training course and minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.503 Medical Laboratory      K1670-1800      As required      2704      6.6.75  
Assistant Grade 2

Qualifications:- Satisfactory completion of a malaria laboratory training course and minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Health - *continued*

MAL.513 Medical Laboratory  
Assistant Grade 2      K1670-1800      As required      2705      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological, or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.490 Medical Laboratory  
Assistant Grade 2      K1670-1800      As required      2706      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological, or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.500 Medical Laboratory  
Assistant Grade 2      K1670-1800      As required      2707      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological, or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.476 Medical Laboratory  
Assistant Grade 2      K1670-1800      As required      2708      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological, or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

MAL.471 Medical Laboratory  
Assistant Grade 2      K1670-1800      As required      2709      6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological, or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological, or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale	Location	Advertisement Number	Applications Close
------------------------------	-----------------------	----------	----------------------	--------------------

Department of Public Health - *continued*

MAL.480 Medical Laboratory Assistant Grade 2 (3 positions) K1670-1800 As required 2710 6.6.75

Qualifications:- Satisfactory completion of a malaria laboratory training course and a minimum of one year malaria laboratory experience after completion of the course.

Duties:- Perform malaria entomological or parasitological laboratory duties in a field, area or district laboratory or medical institution. Record prevalence and incidence rates and prepare associated returns. Participate in special malaria entomological or parasitological surveys and geographical reconnaissance. Refer specimens to Headquarters laboratory in cases prescribed in procedures manual. Perform other duties as directed.

CH.90A Clerical Assistant Grade 3 K1670-1800 Port Moresby 2711 6.6.75

Qualifications:- Qualified for appointment as Clerical Assistant. Good general clerical experience including records, personnel and accounts.

Duties:- Provide general clerical assistance including maintenance of appropriate register and technical records and collation and preparation of statistical and other material for reports. Other duties as requested.

MS.329 Keyboard Operator Grade 1 K1540-1670 Arawa 2712 6.6.75

Qualifications:- Successful completion of a course of training approved by the Public Service Board, or successful completion of a test prescribed by the Board. Knowledge of office practices.

Duties:- Perform general typing duties. Carry out other related duties as directed.

MD.56 Clerical Assistant Grade 2 K1540-1670 Kimbe 2713 6.6.75

Qualifications:- Qualified for appointment as a clerical assistant. Experience of filing systems and ledger keeping.

Duties:- Assist in the running of a district office. Responsible for the receipt and despatch of correspondence and maintenance of stamp advance. File correspondence and submit to action officer. Act as assistant paymaster. Maintain nominal roles. Other duties as directed.

MD.83 Keyboard Operator Grade 1 K1540-1670 Kimbe 2714 6.6.75

Qualifications:- Successful completion of a course of training approved by the Public Service Board, or successful completion of a test prescribed by the Board. Knowledge of office practices.

Duties:- Perform general typing, other duties as directed.

MD.64 Clerical Assistant Grade 1 K1200-1410 Mendi 2715 6.6.75

Qualifications:- Qualified for appointment as a Clerical Assistant. Ability to type an advantage.

Duties:- Perform minor clerical duties in a district office. Other duties as directed.



Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

**Duties:-** Carry out the duties of Aerodrome Foreman. Take charge of a trades task-force in the maintenance of the Buka Aerodrome where supervisory responsibilities (contract and staff) and the range and volume of plant, buildings, and facilities are of average complexity; in particular: Upkeep landing area, runways, pavements, roads, fence, drains and associated airport services such as water supply and sewerage systems. Set out, remove and maintain as appropriate aerodrome markings, signals and flares. Prepare advice as instructed on serviceability of the aerodrome and related matters likely to affect aircraft safety. Programme work; control (and prevent unauthorised use of) resources allocated, including vehicle and plant usage; and co-ordinate with district office in reallocation of resources held which are beyond immediate work programme. Set work standards and objectives, allocate work, direct staff and activities, evaluate results to ensure satisfactory workmanship, and carry out staff supervisory tasks as necessary. Read, compute, record and transmit synoptic operations including for example details on air pressure, dew line, wind velocity and direction, cloud density and height, and general visibility. Undertake work tasks as supervisory load

Vacancies- *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Works - *continued*

*TV.L1	Foreman Artisan Grade 1	K2190-2385	Momote	2720	6.6.75
--------	----------------------------	------------	--------	------	--------

Qualifications:- Qualified as Artisan, Grade 2. Extensive relevant experience in the trades activities involved, together with ability to control staff and a programme of work.

Duties:- Carry out the duties of Aerodrome Foreman. Take charge of a trades task-force in the maintenance of the Momote Aerodrome where supervisory responsibilities (contract and staff) and the range and volume of plant, buildings and facilities, are of average complexity, in particular: Upkeep landing area, runways, pavements, roads, fence, drains, buildings and associated airport services such as water supply and sewerage system. Set out, remove, and maintain as appropriate, aerodrome markings, signals and flares. Prepare advices as instructed on serviceability of the aerodrome and related matters likely to affect aircraft safety. Programme work; control (and prevent unauthorised use of) resources allocated, including vehicle and plant usage and co-ordinate with district office in re-allocation of resources held which are beyond immediate work programme. Set work standards and objectives, allocate work, direct staff and activities, evaluate results to ensure satisfactory workmanship, and carry out staff supervisory tasks as necessary. Read, compute, record and transmit synoptic operations including for example, details on air pressure, dew line, wind velocity and direction, cloud density and height, and general visibility. Undertake work tasks as supervisory load permits.

*TR.L1	Foreman Artisan Grade 1	K2190-2385	Wewak	2721	6.6.75
--------	----------------------------	------------	-------	------	--------

Qualifications:- Qualified as Artisan, Grade 2. Extensive relevant experience in the trades activities involved, together with ability to control staff and a programme of work.

Duties:- Carry out the duties of Aerodrome Foreman. Take charge of a trades task-force in the maintenance of the Wewak Aerodrome where supervisory responsibilities (contract and staff) and the range and volume of plant, buildings and facilities are of average complexity, in particular: Upkeep landing area, runways, pavements, roads, fence drains, buildings, and associated airport services such as water supply and sewerage system. Set out, remove, and maintain as appropriate aerodrome markings, signals and flares. Prepare advices as instructed on serviceability of the aerodrome and related matters likely to affect aircraft safety. Programme work; control (and prevent unauthorised use of) resources allocated, including vehicle and plant usage; and co-ordinate with district office in re-allocation of resources held which are beyond immediate work programme. Set work standards and objectives, allocate work, direct staff and activities, evaluate results to ensure satisfactory workmanship, and carry out staff supervisory tasks as necessary. Read, compute, record and transmit synoptic operations including for example, details on air pressure, dew line, wind velocity and direction, cloud density and height, and general visibility. Undertake work tasks as supervisory load permits.

*VR.L1	Foreman Artisan Grade 1	K2190-2385	Goroka	2722	6.6.75
--------	----------------------------	------------	--------	------	--------

Qualifications:- Qualified as Artisan Grade 2. Extensive relevant experience in the trades activities involved, together with ability to control staff and a programme of work.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Works - *continued*

**Duties:-** Carry out the duties of Aerodrome Foreman. Take charge of a trades task-force in the maintenance of the Goroka Aerodrome where supervisory responsibilities (contract and staff) and the range and volume of plant, buildings, and facilities are of average complexity; in particular: Upkeep landing area, runways, pavements, roads, fence, drains, buildings and associated airport services such as water supply and sewerage systems. Set out, remove, and maintain as appropriate aerodrome markings, signals and flares. Prepare advices as instructed on serviceability of the aerodrome and related matters likely to affect aircraft safety. Programme work; control (and prevent unauthorised use of) resources allocated, including vehicle and plant usage; and co-ordinate with district office in reallocation of resources held which are beyond immediate work programme. Set work standards and objectives, allocate work, direct staff and activities, evaluate results to ensure satisfactory workmanship, and carry out staff supervisory tasks as necessary. Read, compute, record and transmit synoptic operations including for example details on air pressure, dew line, wind velocity and direction, cloud density and height, and general visibility. Undertake work tasks as supervisory load permits.

WT.P1 Foreman Artisan.  
Grade 1

K2190-2385

Kundiawa

2723

6.6.75

**Qualifications:-** Qualified as Tradesman (Artisan Grade 2). Extensive relevant trades experience together with trades supervisory experience suitable for co-ordination and control of multi-disciplined trades activities.

**Duties:-** Carry out the duties of fixed plant Supervisor. Within broad guidelines: Control throughout the Chimbu District maintenance and minor installation aspects of plant and structures of a fixed type necessitating co-ordination and supervision of multi-disciplined trades activities (e.g. fitting and turning, electrical, refrigeration, plumbing, welding specialisations) in a situation where overall supervisory responsibilities (contract and departmental) are of below average complexity; in particular: provide managerial support to the District Manager; determine field resources requirements, set priorities and ensure resources availability as programmed for continuity of both departmental and contractor works; direct more important works, co-ordinate multi-disciplined projects and ensure harmonious interworking arrangements by trades specialists; undertake inspections, investigations and analyses of activities on aspects such as productivity, performance, accidents, resources utilisation, housekeeping standards, fire and security arrangements, client satisfaction; arrange remedial action as required. Develop and oversight on-the-job training and staff development programmes; provide reports, statistics, etc. to management as directed; undertake physical work tasks as supervisory responsibilities permit or in critical situations.

WQ.P3 Senior Artisan

K1995-2125

Mount Hagen

2724

6.6.75

**Qualifications:-** Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience with trades supervisory potential suitable for control of staff and a programme of work.

**Duties:-** Under limited direction: Take charge of a multi-disciplined trades task-force responsible for the maintenance and minor installation of institutional, industrial and domestic type fixed plant (e.g. kitchen laundry, air-conditioning, refrigeration, sewerage, water supply) throughout the Western Highlands District where supervisory responsibilities (contract and staff) and the range and volume of plant are of below average rating; in particular: control resources allocated and programme work accordingly including estimation of material and labour requirements for individual jobs; set work standards and objectives, allocate work, direct staff and activities, make inspections, evaluate results and take follow-up action to ensure satisfactory workmanship; carry out staff supervisory tasks (e.g. time sheets, discipline); organise and supervise contract work; inspect or direct inspection of work and sample check of service calls; and certify satisfactory completion as appropriate; oversight training of apprentices and assistants and ensure development of staff. Undertake physical trades tasks as supervisory responsibilities permit. Carry out other duties as directed, consistent with the above.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Public Works - *continued*

WT.P2 Senior Artisan K1995-2125 Kundiawa 2725 6.6.75

Qualifications:- Qualified as Tradesman (Artisan Grade 2). Considerable relevant trades experience with trade supervisory potential suitable for control of staff and programme of work.

Duties:- Carry out the duties of Foreman (Electrical). Take charge of a trades task force responsible for the maintenance and minor installation of electrical fittings and electrical aspects of fixed plant from the supply point (e.g. wiring, switching and control gear incorporating solenoid valves auto trips, micro thermal and time switches) throughout Chimbu District where supervisory tasks (contract and staff) and the range and volume of plant are of below average rating in particular: Control resources allocated and programme work accordingly, including estimation of material and labour for individual jobs. Set work standards and objectives, allocate work, direct staff and activities, make inspections and evaluate results to ensure satisfactory workmanship. Carry out staff supervisory tasks (e.g. time sheets, discipline). Organise and supervise contract work, inspect or direct inspection of work and sample check of service calls, and certify satisfactory completion as appropriate. Oversight training of apprentices and assistants and ensure effective on-the-job development of all staff. Undertake trades tasks as supervisory responsibilities permit.

## DEPARTMENT OF TRANSPORT

P.11 Draftsman K1840-2190 Port Moresby 2726 6.6.75  
Grade 1

Qualifications:- An approved Certificate from a recognised College or Institution, or equivalent, as recognised by the Board, or six years relative experience, plus the successful completion of an eligibility test as approved by the Board.

Duties:- Perform map/plan compilation work. Continuously update maps and plans showing location and progress of transport projects, including roads, airstrips, and wharves. Prepare land topographical plans from survey field books and other data. Undertake straight forward computation associated with surveys. Carry out other duties as directed.

MS.29A Paymaster K1580-1930 Port Moresby 2727 6.6.75  
Clerk Class 3

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Under the supervision of the Accountant: a) Prepare cash salaries and cash overtime payments for distribution to staff. b) Calculate overtime and shift allowances. c) Examine all contingencies for correctness. d) Answer queries and correspondence. e) Assist Accountant to maintain accurate records of commitments, and expenditure and to reconcile with Finance figures monthly. Other duties as directed consistent with the above.

MS.30B Clerk Class 2 K1320-1670 Port Moresby 2728 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Assist the Accounts Clerk in all phases of Departmental Accounting including calculation of overtime and shift allowance, maintenance of Finance records and preparation of Finance statements. Act as Departmental examiner of accounts. Act as Departmental Paying Officer. Maintain register of accounting forms. Carry out other duties as directed.



Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Transport - *continued*

MS.30A Clerk Class 2 K1320-1670 Port Moresby 2729 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Assist the Accounts Clerk in all phases of departmental accounting including calculation of overtime and shift allowance, maintenance of Finance records and preparation of finance statements. Act as departmental examiner of accounts. Act as departmental paying officer. Maintain register of accounting forms. Carry out other duties as directed.

MS.29 Asst. Paymaster C.C.1 K930-1280 Port Moresby 2730 6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other educational qualifications as may be acceptable to the Public Service Board.

Duties:- Assist the Accountant and Paymaster. Other duties as directed.

## Civil Aviation Agency

DCA.1427 Senior Technical K2945-3105 Lae 2731 6.6.75  
Officer (Buildings)  
Grade 1

Qualifications:- An approved diploma or certificate from a recognised college or institution or equivalent or such other qualifications or experience as may be acceptable to the Public Service Board. Ability to liaise with Branches, other Departments and to undertake planning which involves unusual features or application.

Duties:- Take charge of District within the Agency Building Section and direct staff engaged on the oversight of construction and maintenance of buildings, allied work.

DCA.1428 Senior Technical K2945-3105 Madang 2732 6.6.75  
Officer (Buildings)  
Grade 1

Qualifications:- An approved diploma or certificate from a recognised college or institution or equivalent or such other qualifications or experience, as may be acceptable to the Public Service Board. Ability to liaise with Branches, other Departments and to undertake planning which involves unusual features or application.

Duties:- Take charge of District within the Agency Building Section and direct staff engaged on the oversight of construction and maintenance of buildings, allied work.

DCA.1227 Airways Operations K2705-2865 Port Moresby 2733 6.6.75  
Officer, Class 3

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate or possession of such other qualifications as may be acceptable to the Public Service Board. Successful completion of an appropriate course in Airways Operations conducted by the Civil Aviation Agency.

Duties:- Perform pilot briefing duties and provide flight information, search and rescue and communications services to pilots of aircraft using aeronautical mobile service.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Transport - *continued*Civil Aviation Agency - *continued*

DCA.844 Clerk Class 5                      K2705-2865                      Port Moresby                      2734                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Proven experience and ability to control, direct and supervise the activities of a group of clerical staff and preparation of important and difficult correspondence. Experience in working with professional and sub-professional staff desirable.

Duties:- Advise and assist the Branch Head in the general administration of the branch. Undertake special investigation and prepare reports on behalf of Branch Head. Supervise, direct, co-ordinate and train subordinate clerical staff. Prepare more important correspondence and reports on administrative, non-technical and semi-technical matters. Investigate Branch administrative procedures, prepare recommendations and take appropriate follow-up action.

DCA.763 Clerk Class 4                      K2255-2465                      Port Moresby                      2735                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Ability to supervise and train junior staff. Officers of the Third Division are also eligible.

Duties:- Conduct audits of Agency activities as prescribed in the Manual of Internal Audit and prepare reports and recommendations as necessary regarding irregularities, non-compliance with procedures, instructions, etc.

DCA.767 Clerk Class 4                      K2255-2465                      Port Moresby                      2736                      6.6.75

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Ability to supervise and train junior staff. Officers of the Third Division are also eligible.

Duties:- Assist Senior Inspector and Branch Administration generally and in particular prepare and compile reports of Branch activity. Prepare correspondence relating to Investigation, Policy and Administration matters and attend to all telephone calls including those from the press and general public in the absence of the Senior Inspector.

DCA.1423 Technical Officer  
Grade 1                      K2190-2385                      Port Moresby                      2737                      6.6.75

Qualifications:- An approved diploma, or certificate from a recognised college or institution, or equivalent, or possession of such other qualifications and experience as may be acceptable to the Public Service Board.

Duties:- Under technical direction, undertake tasks relating to the design, specification of requirements and materials, the preparation of estimates, the maintenance and development of roads, car parks, fences, gardens, engineering services and navigational aid installations at Port Moresby Airport and environs. Assist with the inspection and assessment of operational serviceability of aircraft movement areas and undertake assigned tasks.

Vacancies - *continued*

Position No. and Designation	Standard Salary Scale(s)	Location	Advertisement Number	Applications Close
------------------------------	--------------------------	----------	----------------------	--------------------

Department of Transport - *continued*

## Plant and Transport Authority

T.452, T454, T455 Clerk Class 4 (3 positions)	K2255-2465	Port Moresby	2738	6.6.75
--	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience in similar or allied work. Able to supervise and train staff as appropriate.

Duties:- Supervise staff and operations of a Personnel sub-section. Deal with more involved correspondence and problems. Carry out other associated duties as directed.

T.458, T.459 Clerk Class 3 (2 positions)	K1930-2125	Port Moresby	2739	6.6.75
---	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience preferably including some experience in similar or allied work. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Prepare and check salary, superannuation advices and incremental advance sub-missions. Maintain records and statistics. Prepare relevant correspondence. Train subordinate staff. Other associated duties as directed.

T.462 Clerk Class 2	K1670-1930	Port Moresby	2740	6.6.75
---------------------	------------	--------------	------	--------

Qualifications:- Satisfactory completion of Form 4, or the Public Service Certificate, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Previous clerical experience. Officers not holding these educational qualifications but who have relevant experience are also eligible and those who think they can do this work should apply.

Duties:- Examine leave applications, determine entitlements and eligibility, arrange leave warrants. Schedule salary leave and resumption advices, maintain staff history cards. Prepare correspondence, carry out other duties as appropriate and directed.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973SECTION 51NOTIFICATION OF PROMOTIONS AND TRANSFERS

The following promotions and transfers have been made with effect from the respective dates shown below. All promotions and transfers notified below are final and are not subject to appeal.

<u>Adv. No.</u>	<u>Gazette No.</u>	<u>Pos. No.</u>	<u>Date of Effect</u>	<u>Names of Officers and (Former Department Where Applicable)</u>
-----------------	--------------------	-----------------	-----------------------	---

## DEPARTMENT OF AGRICULTURE, STOCK AND FISHERIES

1200	83 of 5.12.1975	MS.73	10.3.1975	Arua REI
1429	2 of 2.1.1975	*H.10	3.4.1975	Sila DIDIERO
1416	2 of 2.1.1975	P.9	3.4.1975	Lorilori LUVAHKE
1417	2 of 2.1.1975	V.69	3.4.1975	Nicholas JUNEMBARY
1412	2 of 2.1.1975	*F.20-34-20-35	3.4.1975	Ernest HORE
1419	2 of 2.1.1975	F.2043	3.4.1975	Reggie S. MANUDA
1434	2 of 2.1.1975	F.2046	3.4.1975	George A. MAUPO
1441	2 of 2.1.1975	*F.1743A-B (2 positions)	3.4.1975	Daniel IVANA Tom SUMBIA
1433	2 of 2.1.1975	F.2537	3.4.1975	Macoscar YABUSIWA

## DEPARTMENT OF CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

1463	2 of 2.1.1975	P.A.22C P.A.22D (2 positions)	18.3.1975 18.3.1975	Leonard OJAPA Geoffrey K. KURUA (P.W.D.)
1459	2 of 2.1.1975	CMC.11	17.3.1975	Micah KALINOE

## Office of Information

1244	83 of 5.12.1974	P.94	7.3.1975	Peter Robin BONNY
1249	83 of 5.12.1974	P.99-P.103 P.112-P.113 (6 positions)	7.3.1975	Hubert YANGIS Philip SAKALEF Luke GAMBU Simon MERS
1241	83 of 5.12.1974	P.4	7.3.1975	Jack LAHUI
1251	83 of 5.12.1974	PL.19	7.3.1975	Francis K. KASAU
1248	83 of 5.12.1974	P.16	7.3.1975	Moses TULU
1255	83 of 5.12.1974	P.104	7.3.1975	Patrick TUKAL KABU

## DEPARTMENT OF EDUCATION

1261	83 of 5.12.1974	IA.2	10.3.1975	Lang ANISH (P.H.D.)
------	-----------------	------	-----------	---------------------

## DEPARTMENT OF FINANCE

957	75 of 7.11.1974	A.148	27.1.1975	Nellie R. KASSE
941	75 of 7.11.1974	B.4	28.1.1975	Ezekiel K. BROWN
1471	2 of 2.1.1975	A.181	19.3.1975	Gigi K. BARIO
1472	2 of 2.1.1975	A.24	19.3.1975	Areni K. IGO
1469	2 of 2.1.1975	A.37	19.3.1975	La'a RAVU
1470	2 of 2.1.1975	A.23	19.3.1975	Joseph SOLOK
957	75 of 7.11.1975	A.148 (2 positions)	27.1.1975	Siaina GUBA Nellie R. KASSE



Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers and (Former Department Where Applicable)
Department of Finance - <i>continued</i>				
Central Planning Office				
1485	2 of 2.1.1975	CA.4	18.3.1975	Kubeiri EPI (Department of Agriculture, Stock and Fisheries)
DEPARTMENT OF LABOUR AND INDUSTRY				
996	75 of 7.11.1974	LA.5(T)	11.3.1975	Thomas MASO
984	75 of 7.11.1974	LA.11B(T) LA.11A(T) (2 positions)	11.3.1975	Evoa MIROU Peter GIMIS
1520	2 of 2.1.1975	PR.16	21.3.1975	Rakatani PETER (Department of Transport)
1522	2 of 2.1.1975	FS.8	21.3.1975	Roge ROGE
	2 of 2.1.1975	FS.13	21.3.1975	Kerry K. WAMUGL
1530	2 of 2.1.1975	FS.14-15 FS.19-FS.22 (4 positions)	21.3.1975	Gioctau TANABE Canute RAMBIO
1531	2 of 2.1.1975	FS.37-40 (4 positions)	21.3.1975	Romney BRUCE Peter NEIMANI David ARIO Leonard LAVA
1536	2 of 2.1.1975	PR.19	3.4.1975	Elizabeth BALIMUS
1538	2 of 2.1.1975	PR.25-26-27 (3 positions)	3.4.1975	Daniel KANDU Ouna NEHABE (Department of Finance)
1535	2 of 2.1.1975	PR.22-23 (2 positions)	3.4.1975	Elizabeth NASOKAI
DEPARTMENT OF LAW				
1292	83 of 5.12.1975	4	31.1.1975	Buri William KIDU
1601	2 of 2.1.1975	CS.1	3.4.1975	Kere MOI
1608	2 of 2.1.1975	RG.37	3.4.1975	Masina THOMAS
1614	2 of 2.1.1975	RG.55	3.4.1975	Sabu TOFINGA
1609	2 of 2.1.1975	RG.42	3.4.1975	Lantap TEMET
1607	2 of 2.1.1975	RG.5	3.4.1975	Karo LAVI
1605	2 of 2.1.1975	RG.41	3.4.1975	Lawrence N. RANU
1613	2 of 2.1.1975	RG.18	3.4.1975	Gaita GADIKI
1606	2 of 2.1.1975	*RG.43	3.4.1975	Lucas Y. UNUGRA
1604	2 of 2.1.1975	RG.40	3.4.1975	Fabian TELIWA
DEPARTMENT OF POSTS AND TELEGRAPHS				
1301	83 of 5.12.1974	L.5	6.3.1975	Dairi MOREA
1300	83 of 5.12.1974	PS.109-111 (2 positions)	6.3.1975	James KOHUMA Korohawago ANOKARE
1302	83 of 5.12.1974	PS.141-144 (4 positions)	6.3.1975	Peter GIGMAI Michael K. KORAKE Francis TINDRI Tiotam KAIAN

Adv. No.	Gazette No.	Pos. No.	Date of Effect	Names of Officers and (Former Department Where Applicable)
----------	-------------	----------	----------------	--

## DEPARTMENT OF PUBLIC HEALTH

119	47 of 4.7.1974	MS.593-600 MS.602-604 MS.609 MS.612 (16 positions)	30.10.1974	Peter PIANDO
-----	----------------	---	------------	--------------

1307	83 of 5.12.1974	AS.152	12.3.1975	Raka GUMA
------	-----------------	--------	-----------	-----------

## DEPARTMENT OF THE PUBLIC SERVICE BOARD

1321	83 of 5.12.1974	86D	21.2.1975	Konio BOGA
734	67 of 3.10.1974	S.1	18.2.1975	Raga Verave MARO
1058	75 of 7.11.1974	S.2	18.2.1975	Kila K. RABONA
1633	2 of 2.1.1975	S.8	20.3.1975	Gertrude SANA
1628	2 of 2.1.1975	46	20.3.1975	Joseph IVAGAI
1631	2 of 2.1.1975	BMS.9	20.3.1975	Gamu Tau SIONI (Department of Education)

## DEPARTMENT OF TRANSPORT

## Civil Aviation Agency

621	61 of 5.9.1975	1049	6.12.1974	Goi Gulaga TOLA
-----	----------------	------	-----------	-----------------

WITHDRAWAL OF NOTIFICATIONS OF VACANCIES

The following Notifications of Vacancies are withdrawn:

## DEPARTMENT OF AGRICULTURE, STOCK AND FISHERIES

In Gazette No. 2 of 2nd January, 1975 Position No. F.1655, Rural Development Technician Grade 4, Advertisement No. 1418.

In Gazette No. 2 of 2nd January, 1975 Position No. R.37.A, Rural Development Officer Grade 3, Advertisement No. 1409.

## DEPARTMENT OF CHIEF MINISTER AND DEVELOPMENT ADMINISTRATION

In Gazette No. 75 of 7th November, 1974 Position No. S.D.4 Clerk Class 4, Advertisement No. 868.

In Gazette No. 83 of 5th December, 1974 Position No. H.24 Clerk Class 3, Advertisement No. 1214.

In Gazette No. 24 of 3rd April, 1975 Position No. M.15.A Clerk Class 3, Advertisement No.

In Gazette No. 24 of 3rd April, 1975 Position No. M.15.B Clerk Class 2, Advertisement No.

In Gazette No. 61 of 5th September, 1974 Position No. CMC.9 Clerk Class 9, Advertisement No. 310.

## Security Intelligence Organisation

In Gazette No. 83 of 5th December, 1974 Position No. H.24 Clerk Class 3, Advertisement No. 1214.

Withdrawal of Notifications of Vacancies - *continued*

## DEPARTMENT OF FINANCE

In Gazette No. 8 of 6th February, 1975 Position No. X.102, Executive Assistant Class 9, Advertisement No. 1786.

In Gazette No. 8 of 6th February, 1975 Position No. X.100, Executive Assistant Class 9, Advertisement No. 1788.

In Gazette No. 8 of 6th February, 1975 Position No. X.101, Executive Assistant Class 9, Advertisement No. 1790.

In Gazette No. 8 of 6th February, 1975 Position No. X.103, Executive Assistant Class 9, Advertisement No. 1791.

## DEPARTMENT OF FOREIGN RELATIONS AND TRADE

In Gazette No. 2 of 2nd January, 1975 Position No. C.59, Advertisement No. 1498.

## DEPARTMENT OF FORESTS

In Gazette No. 15 of 6th March, 1975 Position No. DD.66, Chief Draftsman Grade 1, Advertisement No. 2045.

In Gazette No. 15 of 6th March, 1975 Position No. AS.4, Personnel Officer Clerk Class 5, Advertisement No. 2044.

In Gazette No. 15 of 6th March, 1975 Position No. AS.3, Clerk Class 3, Advertisement No. 2048.

## DEPARTMENT OF INTERIOR

In Gazette No. 15 of 6th March, 1975 the following advertisements are withdrawn:

Advertisement No. 2054, Position No. LC.34 Deputy Chief Commissioner:

Advertisement No. 2063, Position No. EL.7 Clerk Class 3.

Advertisement No. 2071, Position No. PH.20 Mess Supervisor Grade 1.

Advertisement No. 2056, Position No. PM.1 O.I.C. Property Management.

## DEPARTMENT OF LANDS, SURVEYS AND MINES

In Gazette No. 2 of 2nd January, 1975 Position No. LD.12 Clerk Class 5, Advertisement No. 1557.

In Gazette No. 75 of 7th November, 1974 Position No. A.34, Clerk Class 5, Advertisement No. 1013.

In Gazette No. 2 of 2nd January, 1975 Position NOS. A.24,25,26 and 27 Clerical Assistant Grade 1, Advertisement No. 1595.

In Gazette No. 2 of 2nd January, 1975 Position No. \*A.19, Clerical Assistant Grade 2, Advertisement No. 1594.

In Gazette No. 2 of 2nd January, 1975 Position No. \*A.18, Clerk Class 1, Advertisement No. 1592.

## DEPARTMENT OF PUBLIC HEALTH

In Gazette No. 15 of 6th March, 1975 Position No. MAL.6, Clerk Class 6, Advertisement No. 2149.

In Gazette No. 15 of 6th March, 1975 Position No. AS.290, Clerk Class 6, Advertisement No. 2151.

In Gazette No. 15 of 6th March, 1975 Position No. MD.13, Clerk Class 3, Advertisement No. 2140.

In Gazette No. 15 of 6th March, 1975 Position No. AS.167, Clerk Class 4, Advertisement No. 2159.

Withdrawal of Notifications of Vacancies - *continued*Department of Public Health - *continued*

In Gazette No. 15 of 6th March, 1975 Position No. AS.168, Clerk Class 2, Advertisement No. 2165.

In Gazette No. 24 of 3rd April, 1975 Position No. R.7, Clerk Class 10, Advertisement No. 2403.

In Gazette No. 24 of 3rd April, 1975 Position No. \*R.11, Clerk Class 7, Advertisement No. 2407.

In Gazette No. 15 of 6th March, 1975 Position No. MS.213, Medical Records Officer, Clerk Class 3, Advertisement No. 2136.

In Gazette No. 15 of 6th March, 1975 Position No. MS.329, Keyboard Operator, Advertisement No. 2171.

## DEPARTMENT OF PUBLIC WORKS

In Gazette No. 24 of 3rd April, 1975 Position No. RE.5, Stores Supervisor, Advertisement No. 2391.

In Gazette No. 24 of 3rd April, 1975 Position No. ER.R4, Supervising Draftsman, Advertisement No. 2360.

## DEPARTMENT OF TRANSPORT

In Gazette No. 24 of 3rd April, 1975 Position No. P.11, Drafting Officer Grade 1, Advertisement No. 1153.

GAZETTE CORRECTIONS

In Gazette No. 24 of 3rd April, 1975 Position No. 49, Senior Research Officer Grade 1, Advertisement No. 2215, qualifications should read:- "Appropriate university degree with major studies in appropriate subject, or equivalent, or possession of such other educational qualifications as may be acceptable to the Public Service Board. Experience and knowledge to handle the efficient performance of the duties."

In Gazette No. 2 of 2nd January, 1975, under the heading "Vacancies" sub-heading Department of Foreign Relations and Trade, the Position No. P.9's designation should read Clerk Class 8 and not Clerk Class 9.

In Gazette No. 47 of 4th July, 1974, under the heading "Notifications of Promotions and Transfers" sub-heading "Department of Public Health", the promotion of Peter PIANDO to Position No. MS.612, Health Extension Officer Grade 3 has now been gazetted in the Gazette under the abovementioned headings.

PAPUA NEW GUINEAPUBLIC SERVICE (INTERIM ARRANGEMENTS) ACT 1973, AS AMENDED TO DATEDIRECTION UNDER SECTION 30(5)

Whereas the classification of all officers having the designations and classifications specified in the first column of the Schedule to this notice have been altered to the classifications shown in the second column of that Schedule.

Now, therefore, the Public Service Board, by virtue of the powers conferred by Subsection (5) of Section 30 of the Public Service (Interim Arrangements) Act 1973, as amended to date and all other powers it neabling, hereby directs that Subsection (4) of that Section shall not apply in respect of those alterations in classification.



SCHEDULE

<u>Column 1</u>	<u>Column 2</u>
Watchman K1110-1200	Patrolman Grade 1 K1200-1410
Senior Hospital Patrolman K1540-1670	Patrolman Grade 2 K1410-1540

Dated this fourth day of April, one thousand nine hundred and seventy-five.

I. KILAGE,  
Member of the Public Service Board.

PAPUA NEW GUINEAPUBLIC SERVICE (INTERIM ARRANGEMENTS) ACT 1973DIRECTION UNDER SECTION 30(5)

Whereas the Public Service Board has made the same alteration to the classification of all offices of the designation specified in the first column of the Schedule to this Notice and has altered the classification of those offices to the classification shown in the second column of that Schedule.

Now, therefore, the Public Service Board, by virtue of the powers conferred by Subsection (5) of Section 30 of the Public Service (Interim Arrangements) Act 1973 and all other powers it enabling, hereby directs that Subsection (4) of that Section shall not apply in respect of that alteration in classification.

SCHEDULE

<u>Column 1</u>	<u>Column 2</u>
Patrol Officer K1670-1735-1800-1930- 1995-2065-2125-2190- 2255-2320	Partol Officer K1670-2255-2320-2385-2465

Dated this twenty-seventh day of March, one thousand nine hundred and seventy-five.

S. PITOI,  
Chairman - Public Service Board.

PUBLIC SERVICE (INTERIM ARRANGEMENTS) ORDINANCE 1973PROMOTIONS - SECTION 36

Under the provision of Section 36 of the abovementioned Ordinance, the following Officers have been promoted as shown below:-

Promoted from Cadet, K1280-1605 to Ecologist Class 1, K2785-3565 with effect from 28th November, 1974:-  
Pisou POPEN

Promoted from Rural Development Assistant Grade 1, K1200-1410 to Rural Development Technician Grade 1, K1670-1800 with effect of 6th January, 1975:-  
John ATOMPA

Promoted from Rural Development Assistant Grade 2, K1410-1540 to Rural Development Technician Grade 1, K1670-1800 with effect from 22nd November, 1974:-  
Luther ASOK

Promotions - Section 36 - *continued*

Promoted from Rural Development Technician Grade 2, K1410-1540 to Rural Development Officer Grade 1, K2465-2785 with effect from 28th November, 1973:-  
John TILIP

Promoted from Rural Development Assistant Grade 1, K1200-1410 to Rural Development Technician Grade 1, K1670-1800 with effect from 22nd November, 1974:-  
Stanley MALAI

Promoted from Assistant Patrol Officer K1280-1605 to Patrol Officer K1670-2320 with effect from 13th February, 1975:-  
Thomas LALAI  
Kageni SAIHO  
Peter Hepyemben ENIETOU

Printed and Published by E. C. Awo—PNG Government Printer,  
Port Moresby.—1085/4,500.—5.75.

